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ABSTRACT

This participant's guide is intended to be used in a one-day workshop for college/university staff on changes in requirements for schools disbursing federally supported student financial aid under the reauthorized Higher Education Act. The materials are in a workbook format and include copies of workshop display materials, space for notes, case studies, handouts, sample computer data input screens, and an evaluation questionnaire. The guide covers topics presented in five workshop sessions: (1) an introduction; (2) creation and submission of origination records using EDExpress; (3) creation and submission of disbursement records using EDExpress; (4) procedures for schools to receive funds; (5) various tools available under the Department of Education's database management system and EDExpress, data input, and retrieval process; and (6) implementation planning and available resources. A glossary of terms is also provided. (DB)

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ED 428 625

1999-2000 Recipient Financial Management System Training

Participant's Guide

HE 031 959

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United States
Department of Education

Recipient Financial Management System

The new Recipient Financial Management System (RFMS) replaces the existing Pell Grant Recipient Financial Management System (PGRFMS) and will be used by institutions to report and request Federal Pell Grant student payment information beginning in the 1999-2000 award year. The major differences between the current system and RFMS that are noticeable to users are the reporting sequence and the data record formats. Under RFMS, institutions will submit an origination record and one or more disbursement records for each student who is eligible for a Federal Pell Grant, similar in concept to the Federal Direct Loan Program origination reporting process.

RFMS interfaces with several other ED systems.

- The Central Processing System provides student eligibility information to RFMS for processing detail records.
- The Postsecondary Education Participants System (PEPS) provides RFMS with institution eligibility information.
- Title IV WAN is the primary vehicle that transports data between RFMS and institutions.
- NSLDS receives payment information for all students receiving Pell Grants.

The Customer Service telephone number for RFMS is 800-4-PGRANT or to contact by e-mail to #Pell_Systems@ed.gov.

The Department provides institutions with the EDExpress Pell software for submitting student origination and disbursement records to RFMS for processing. RFMS in turn responds with electronic acknowledgement records.

This page last updated May 25, 1999 (jma)

Agenda

1 — Introduction

2 — Origination

Break

2 — Origination (continued)

3 — Disbursement

Lunch

4 — Funding

5 — Requesting Data

Break

5 — Requesting Data (continued)

6 — Implementation Planning

Form Approved
OMB Number: 1840-0112
Expiration Date: 11/30/99

U.S. Department of Education
Office of Postsecondary Education
Student Financial Assistance Programs

Training Assessment Form

Title IV Student Financial Assistance Programs

Date: _____ Region: _____ Location: _____

The information collected on this form will be used by Student Financial Assistance Programs to determine the effectiveness of the training and materials provided. Any information you provide will be deemed confidential. You are not required to answer any of the questions on this form. Names will not be published in any compilation of this data.

Identification of Respondent *(optional)*

Name _____ Position _____

Institution/Agency _____

Street or P.O. Box # _____

City _____

State _____ Zip Code _____

Type of Institution/College:

__ One-year or less __ Public
__ Two- or Three-year __ Private nonprofit
__ Four-year or more __ Private proprietary

Length of time in financial aid related responsibilities: (years/months) _____

Title IV Programs you participate in: ___ *Federal Pell* ___ *Federal Direct Loans*
___ *Federal Family Educational Loan Programs* ___ *Federal Campus-Based Programs*

Training Content *(Please respond to each of the following questions.)*

1. Did the workshop provide information that you can apply to your work? Yes/No If No, why not?

2. Which sessions were the most beneficial to you?

3. Which sessions were the least beneficial to you?

4. How would you suggest the training content be expanded or reduced?

Training Facilities

5. Were you satisfied with the facilities (training room(s), hotel accommodations, location, accessibility, learning environment, etc.)? Yes/No If No, why not?

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Training Materials

6. Check **all** the phrases that describe the training *materials*, including the *overheads*.

- ☐ Well-organized
- ☐ Difficult to follow
- ☐ Clear and concise
- ☐ Too complex
- ☐ Accurate
- ☐ Inaccurate
- ☐ Consistent
- ☐ Inconsistent
- ☐ Contributed to my learning
- ☐ Not relevant to my job
- ☐ Attractive and attention-getting
- ☐ Too detailed
- ☐ Useful charts and illustrations
- ☐ Not enough charts and illustrations
- ☐ Relevant case studies and exercises
- ☐ Not enough case studies and exercises
- ☐ Useful for future reference
- ☐ Other _____

Instructors

7. Circle Yes or No for each characteristic.

(Instructor's Name)	*Clear Presenter ?*		*Well-Organized Presenter ?*		*Knowledge-able About Subject ?*		*Responsive To Questions ?*		*(Other Comments)*
	Yes	No	Yes	No	Yes	No	Yes	No	
	Yes	No	Yes	No	Yes	No	Yes	No	
	Yes	No	Yes	No	Yes	No	Yes	No	
	Yes	No	Yes	No	Yes	No	Yes	No	
	Yes	No	Yes	No	Yes	No	Yes	No	
	Yes	No	Yes	No	Yes	No	Yes	No	

Comments

8. What suggestions would you offer to improve the workshop/materials?_____

9. What additional training would you like the U. S. Department of Education to provide?_____

10. Other Comments and Suggestions

(Please use this space to elaborate on any of the previous questions, or to make additional comments or suggestions about this training.)

Burden Statement: Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1840-0112, Washington, D.C. 20503.

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Session 1

Introduction

This introductory session describes the objectives of the workshop and provides an overview of the new way school will report Federal Pell Grant data in 1999–2000.

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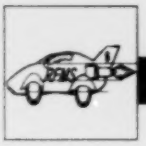
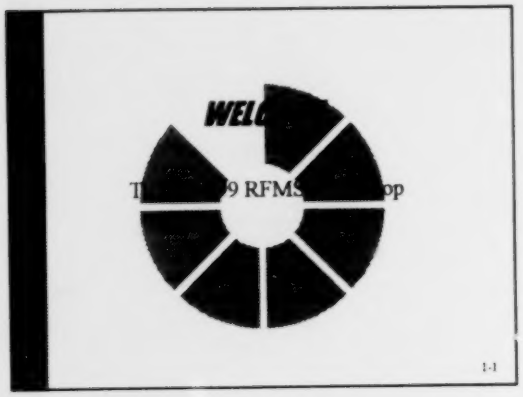


Objectives

1. Understand the objectives of the workshop.
2. Understand why the U.S. Department of Education is making changes to the Federal Pell Grant process.
3. Learn how the changes will benefit schools.
4. Become familiar with what items are changing.
5. Learn when the changes are being implemented.
6. Learn how to set up EDExpress to handle Federal Pell Grant records.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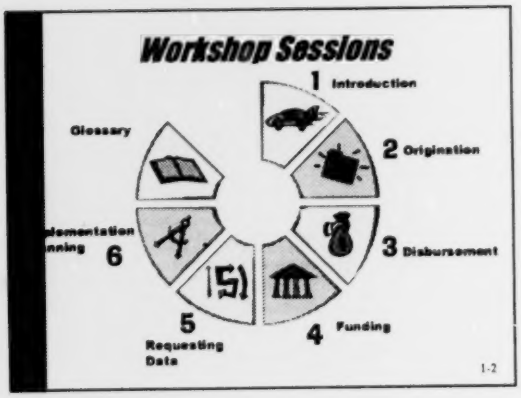
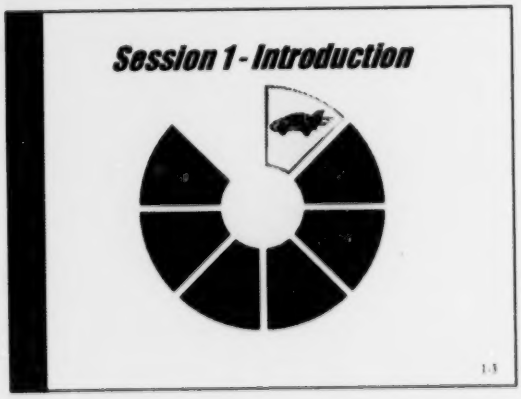
1-1


Workshop Sessions
1 Introduction
2 Origination
3 Disbursement
4 Funding
5 Requesting Data
6
Glossary
1-2


Session 1 - Introduction
1-3

Session 1 Objectives

- Why the Department is making the change
- How the change will benefit schools
- What is changing (high level)
- When the changes are being implemented
- How to set up EDExpress

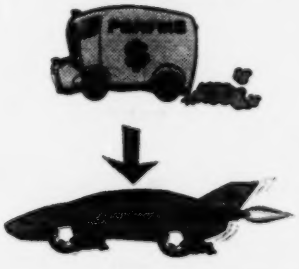
1-4

Participant Materials

- Participant's Guide
- Desktop Computer
- CD-ROM
  - Instructor's Guide
  - Participant's Guide
  - PowerPoint Slides
  - Simulation Exercises

1-5

The New RFMS



1-6

Why Fix It?

- Provides more efficient data tools
- Features significant hardware and software upgrades
- Moves toward common Title IV processes
- Helps in funding shortfalls
- Responds to your concerns

1-7

Vision

- Student-centered system
- Aid delivered faster, cheaper, and easier
- All Title IV systems modernized
- Streamlined and simpler than current process

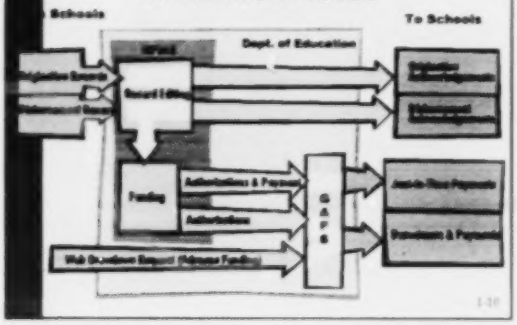
1-8

New Records

- Origination and disbursement records
- One origination record for each student
- One disbursement record for each disbursement to a student
- Contains basically the same info currently reported

1-9

New RFMS Process



1-10

Benefits

- No paper
- Early identification of conflicts
- Improved funds forecasting
- Acknowledgement of all records
- Improved turnaround time

1-11

Benefits (cont.)

- Greater flexibility
- Software options
- Fewer overpayment problems
- Simpler reconciliation—SPS eliminated

1-12

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Implementation Schedule

Draft record layouts released	9/98
Action Letters	9/98
RFMS brochure	10/98
Just-in-Time pilot announced	11/98
Draft record layouts revised	2/99
EDExpress Pell module available-origination version	5/99
Earliest date for submission of origination records	5/99
Advance Funding Authorization letters to institutions	5/99
EDExpress Pell module available-disbursement records	6/99
Submission of disbursement records	7/1/99
Pell award year starts	7/1/99

1-13

Computer Exercise

1. Click on the icon for Session 1 (the race car)
2. Click on the Exercise button (lower right corner of screen)
3. Click on the Puzzle button
4. Follow the directions on the screen
5. Have fun!

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Using EDExpress

EDExpress will be an effective way to create and manage origination and disbursement records, particularly for schools with small to mid-size Federal Pell Grant applicant populations.

The Pell Payment Software for Windows is currently a separate software package. In 1999–2000, it will be integrated into EDExpress.

What does that mean?

All of a student's financial aid information will be available to you in one place. For example, if you are working with a student's ISIR, you won't have to exit EDExpress and enter another software package to prepare their Federal Pell Grant origination data.

If you wish, you can use EDExpress only for the Federal Pell Grant functions; you aren't required to use other parts of EDExpress to make use of the Pell Grant module.

To help you become more acquainted with EDExpress, we have developed simulation exercises for you to complete. Before you begin, let's review the instructions for completing the simulations used in this training. The participant simulations consist of one or more short exercises that will guide you through the steps of the exercise. As you work through the steps, you must:

- Perform the activity described in the pop-up text windows; or
- Click on the advance arrow (➔) at the top of the pop-up text window.

If you click on the advance arrow, the computer will complete the activity for you. If you want to return to a previous step, click on the reverse arrow (←) at the top of the pop-up text window.

If the simulation consists of more than one exercise, you can go to a particular exercise by clicking on the topic button at the top of the pop-up text window and selecting the exercise.

After completing the simulations, you exit by clicking on:

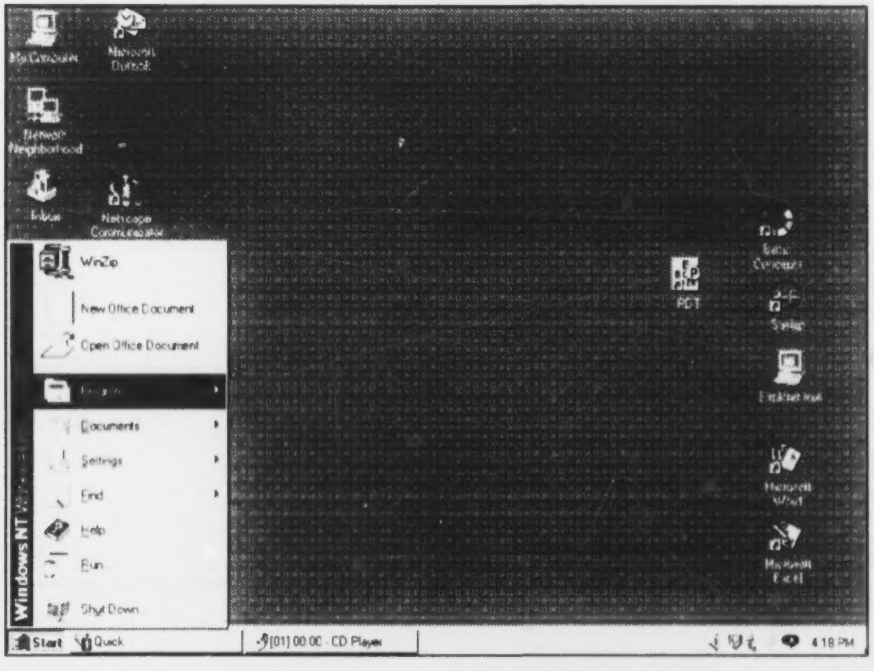
- The exit button at the top of the pop-up text window; and
- The exit button on the tutorial storage options screen.

In the first software exercise, you will learn how to enter EDExpress.

Starting EDExpress for Windows

When you install EDExpress for Windows, icons are created for the main software, Query Help, Uninstall, Windows Help, and Getting Started. In Windows 95, Windows NT, and Windows 98, you can open the software from a program folder or shortcut.

Opening EDExpress



To open the software, click ***Start/Programs.***

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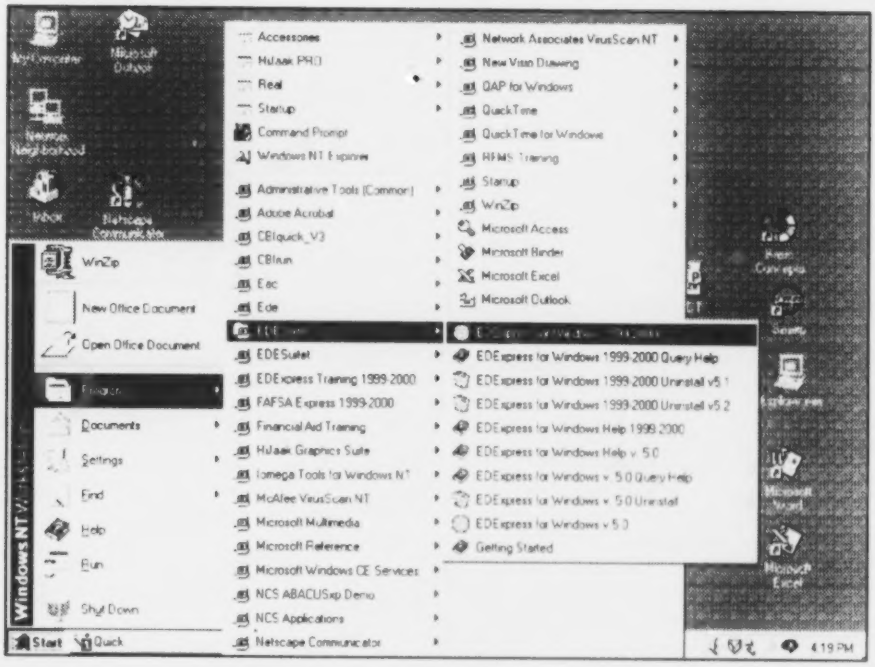
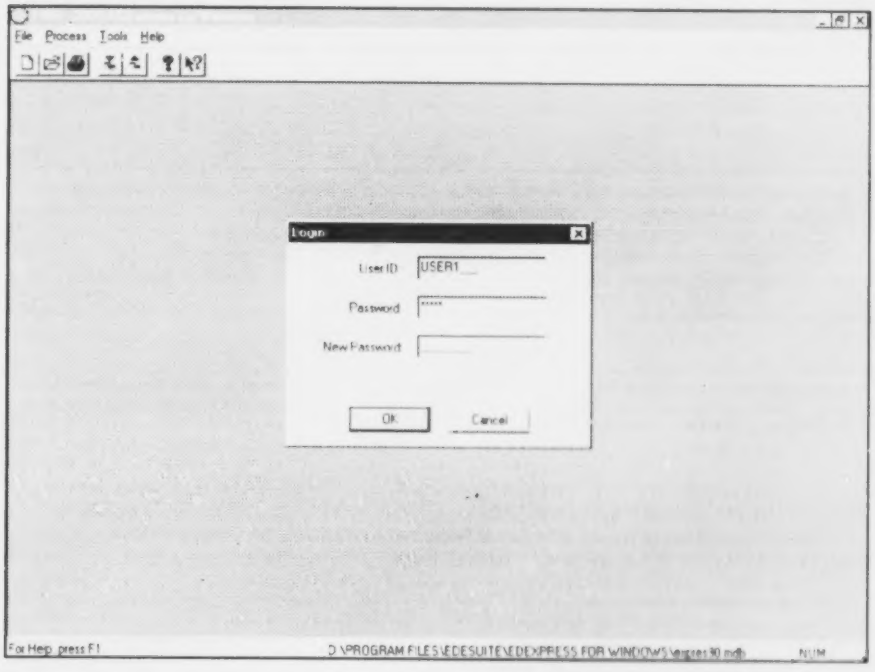


*Select **EDE Suite**.*

*Click **EDExpress for Windows 1999-2000** from the list of available applications.*

Login Procedure



When you enter EDExpress for the first time, the default user ID and password is SYSADMIN. EDExpress then prompts you to change the default by creating a new password. Within Setup, you can then establish additional passwords for your staff.

This exercise assumes we've established a new user ID and password.

*Type **USER1** in the User ID field.*

*Type **USER1** in the password field.*

*Click **OK** to begin.*

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Pell Institution Setup

Before you can add Federal Pell Grant records, you must first add information about your school to EDExpress. Depending on the method you use to participate in the Federal Pell Grant Program you need to provide information about your school and any corresponding branch campuses.

Each student Federal Pell Grant record that you add to EDExpress will be identified by both a reporting* and attended* school code. When you enter information about your school you have the option of entering default data such as cost of attendance and enrollment status. This default data will be added automatically to every student record, thus reducing data entry keystrokes.

Reporting Campus

The reporting campus is the Federal Pell Grant funded institution. You can enter any number of reporting campus default records and as many as ten attended campus default records for each reporting campus. The system saves these only as default values, and you can replace them (as needed) in the data entry screens.

You must create a default institution before you can perform many of the software functions. You can enter as many as ten cost of attendance amounts for each campus.

Attended Campus

For independent campuses, this is the same as the reporting campus. For central administrative campuses and offices reporting for branch campuses with a unique Pell institution number, this is the campus the student actually attends.

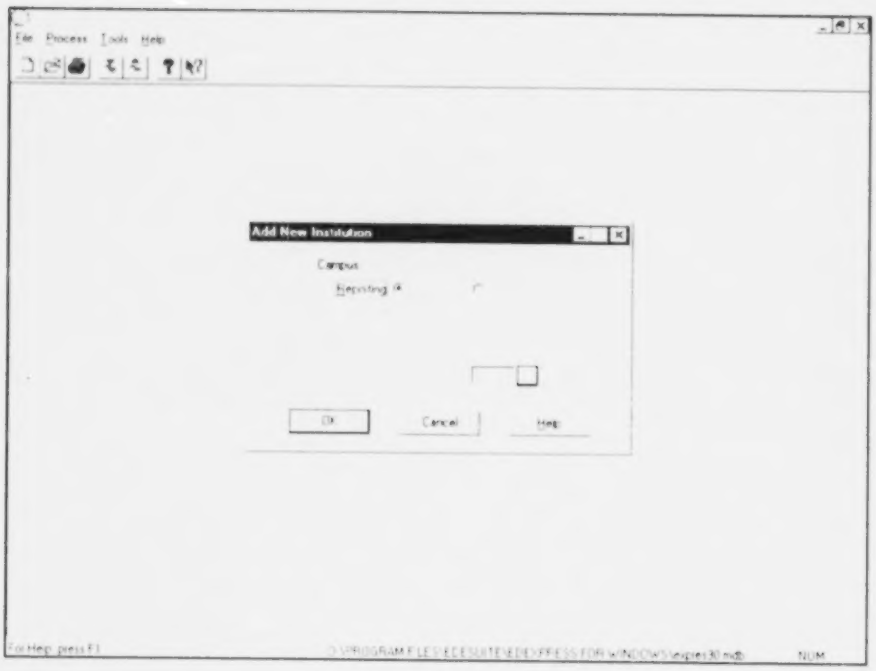
The attended campus ID must be a valid Pell institution number for a campus or location eligible to participate in the Federal Pell Grant Program, as shown on your current Program Participation Agreement for the Federal Student Financial Assistance Programs.

Reporting Campus Setup

In the next exercise, we will add a reporting campus to EDExpress. In this example we will assume that our school uses two disbursements, and that all students will be enrolled full-time and use Pell formula 1. We will also assume that the attended campus is the same as the reporting campus. Remember that any values you establish in the setup are only to help minimize data entry in each record and can be modified in the student's record at any time.

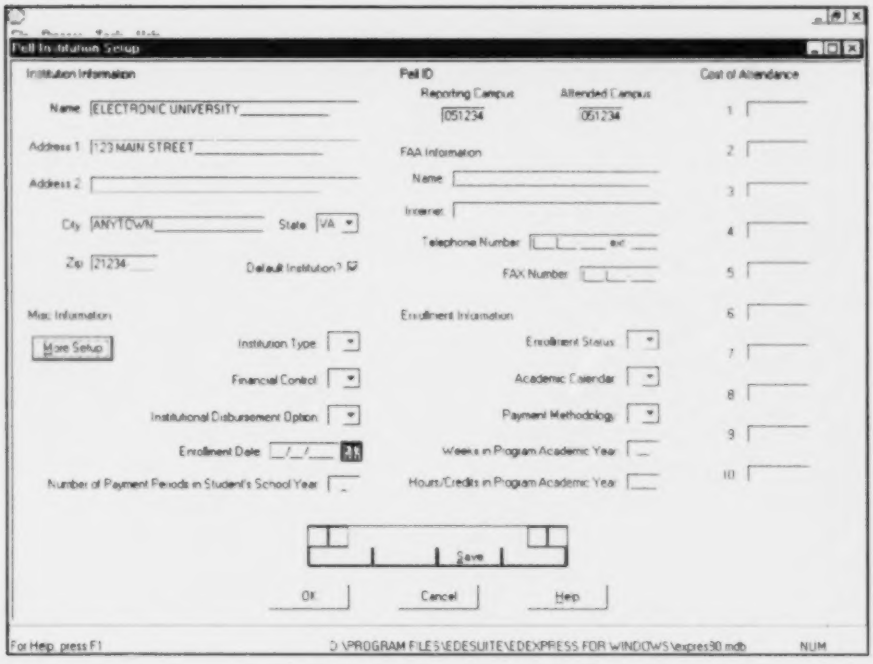
To add a Pell institution to EDExpress, select ***Tools*** *from the main menu.*

Click ***Setup/Pell/ Institution****.*



You must first identify the campus as reporting or attended. Since this is the first record, it will be a reporting campus.

Click ***OK****.*



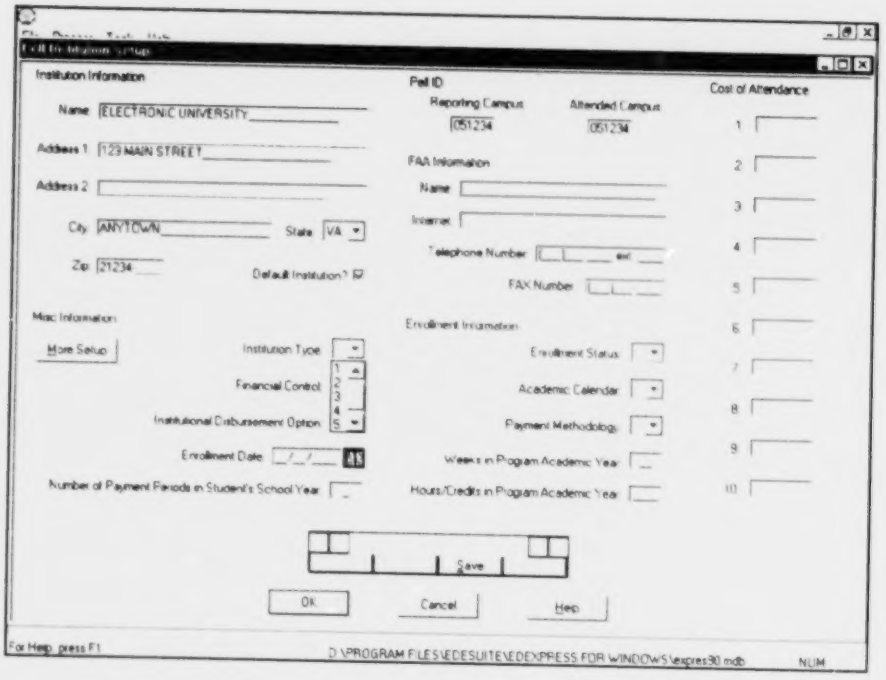
*Type the reporting campus' Pell ID, in this case **051234**.*

Since this is the reporting campus, the attended campus defaults to the same value.

The name and address fields for the institution are automatically populated from the Institution database in EDExpress.

Note:

You can only select school codes for institutions that already exist in EDExpress's Institution database. Nearly every school will be on the database. In the unlikely event your school is not in the database, click Help on the main bar, then How Do I? Select the instructions for how to add a school to the database.



Next, we will complete fields in the Misc Information box. Select the institution type. This is a 4-year school.

Valid values are:

1=Less than one year

2=One year but less than two years

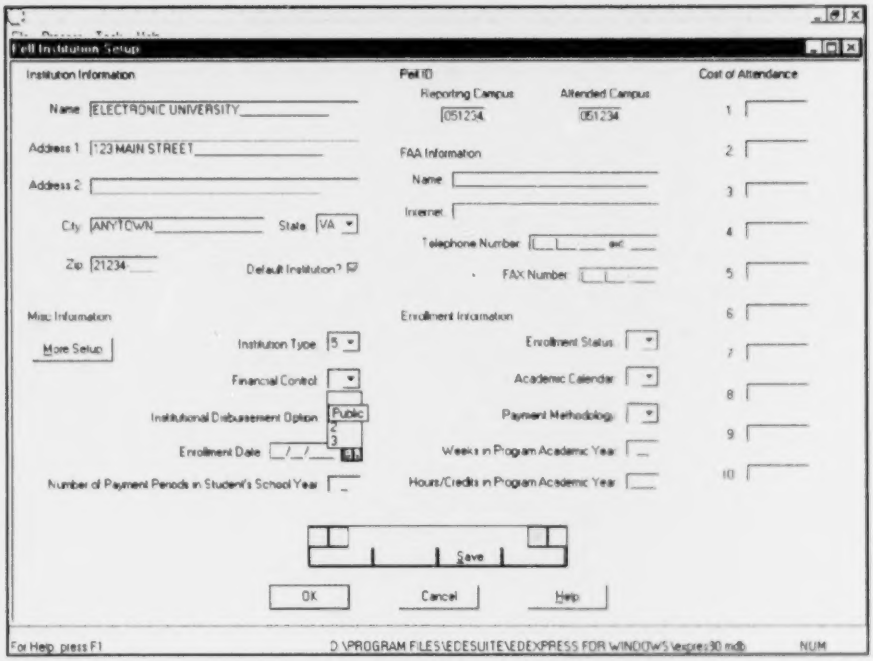
3=Two years but less than three years

4=Three years but less than four years

5=Four years (baccalaureate degree only)

6=Five years or more

Note: Institutions that cannot be described by one of these codes should leave this field blank.



*Select the **Financial Control**. This is a public institution.*

Valid values are:

1=Public

2=Private, nonprofit

3=Proprietary

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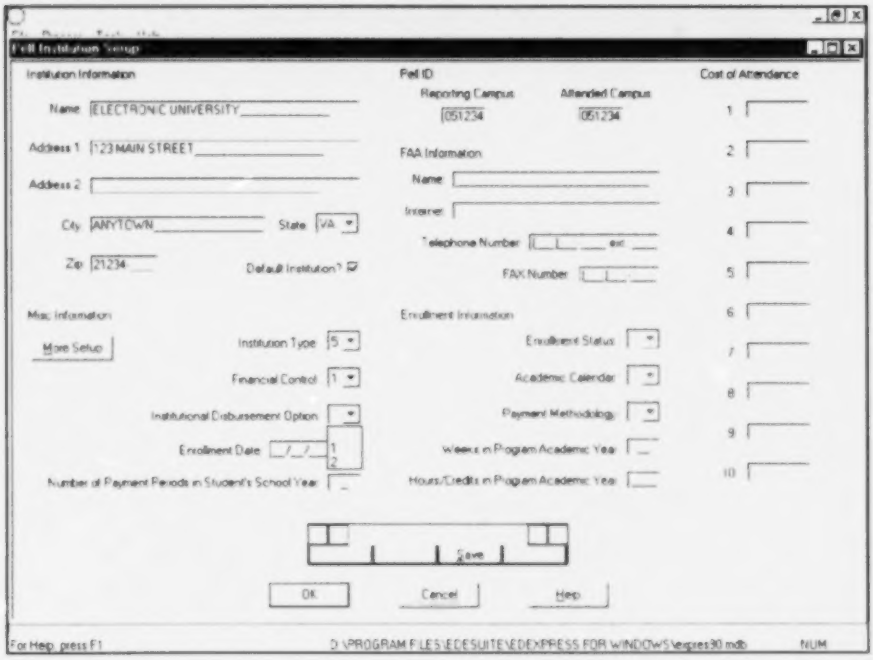

*Select the **Institutional Disbursement** Option.*

For 1999–2000 most schools will use the Advance Payment option.

Note:

There are a few schools participating in a pilot program for the Just-in-Time Payment method. Cash Monitoring or Reimbursement schools should set up as Advanced Payment method.

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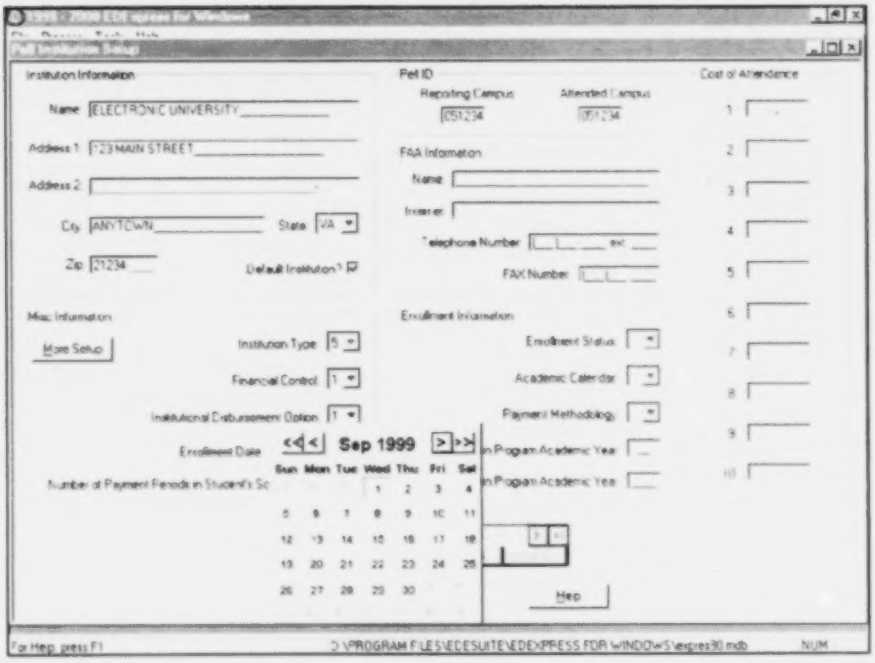

Set the general enrollment date. Click the ***Calendar*** *button to display the calendar. Use the arrows to scroll to the correct month and year, double-click the day to close the box.*

Note that this is the enrollment date that will default onto each student's origination record. It can be modified, as needed, on the individual record.

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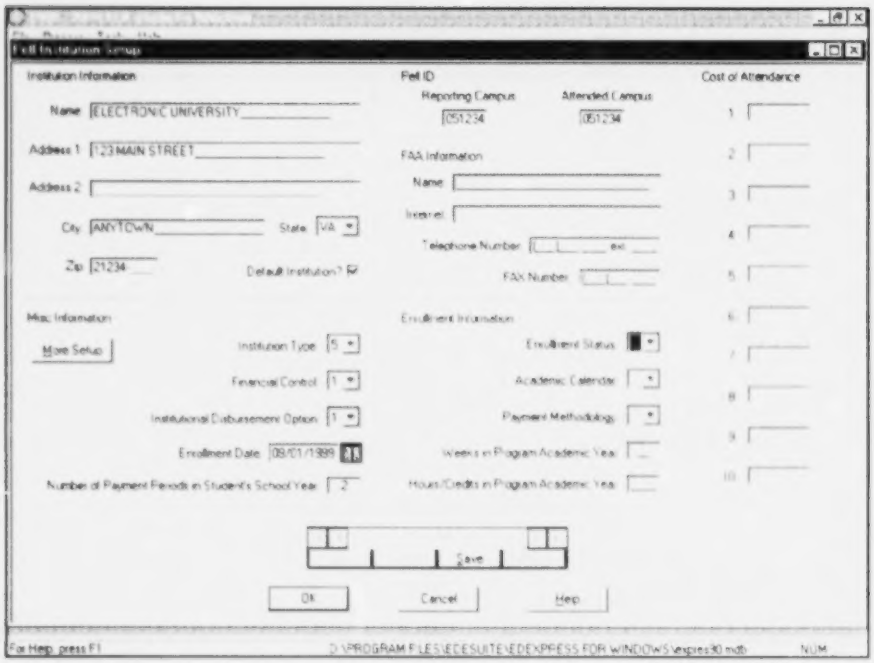

Type the number of payment periods in the student's school year.

Note:

For schools required to submit special disbursements (Cash Monitoring or Reimbursement schools only), this field must have a value specifying the number of payment periods.*

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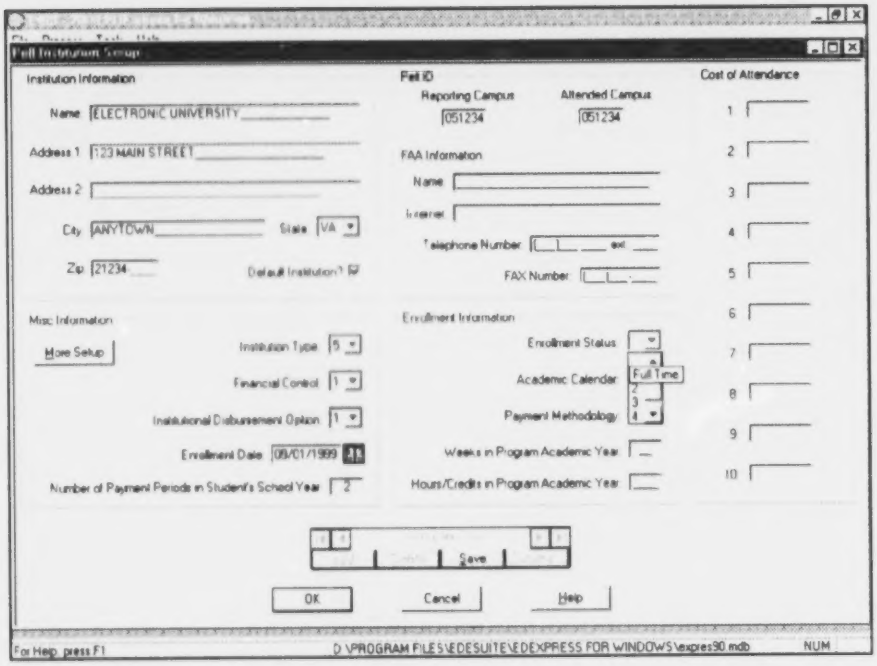


Next, we will complete the Enrollment Information box. Values set here will default onto the student records you create. Select the enrollment status.

Valid values are:

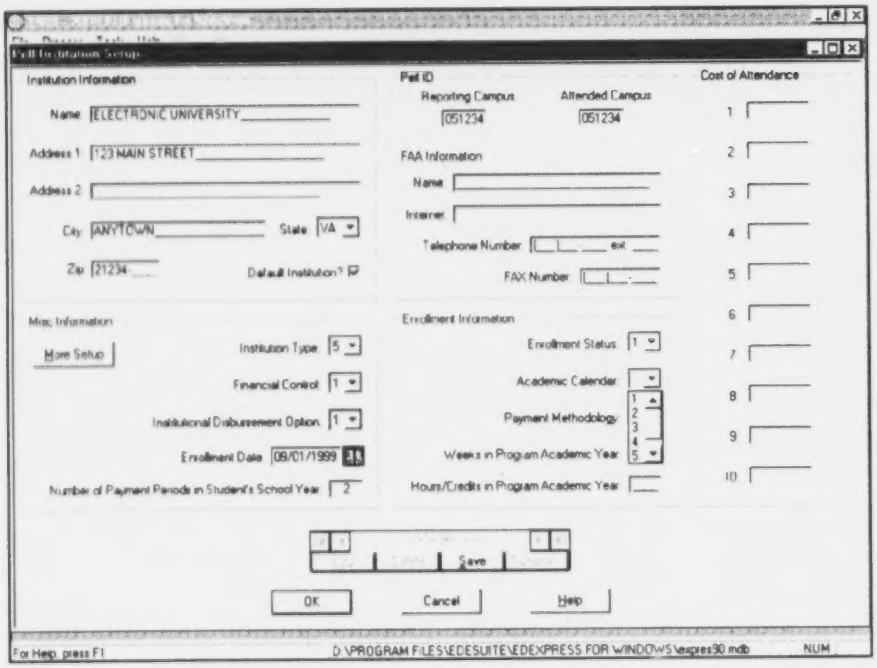
1=Full time

2=Three-quarter time

3=Half-time

4=Less than half time

5=Other



Select the academic calendar. This is a semester school.*

Valid values are:

1=Credit hour/non-standard terms

2=Quarter

3=Semester

4=Trimester

5=Clock hour

6=Credit hour without terms

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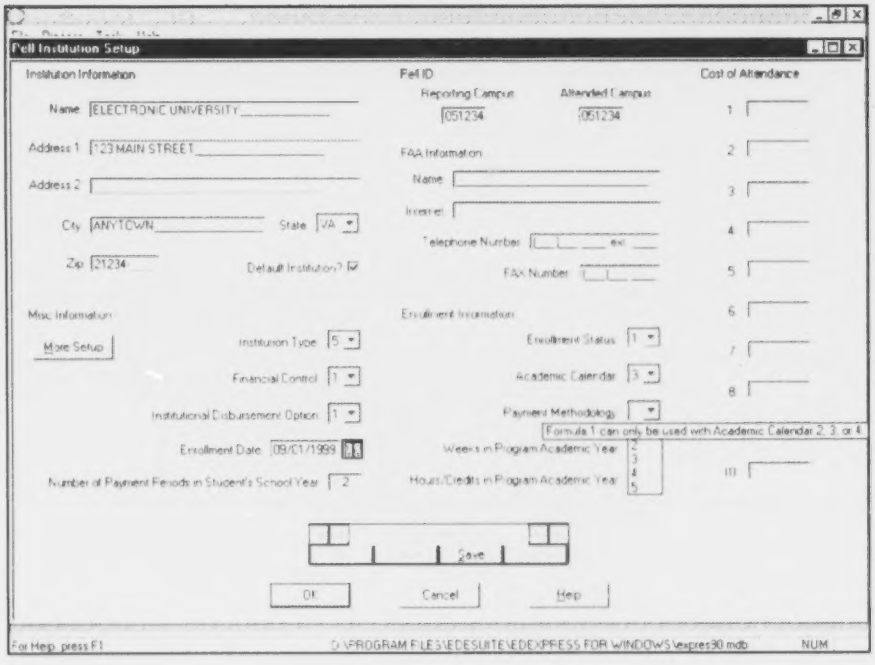

Select your Payment Methodology. This school uses Formula 1.*

Finally, type a cost of attendance. You can enter up to ten amounts for cost of attendance.

Note:

For cost of attendance, enter the most common budget first. The first cost of attendance will default to every student's record. The other costs that you enter will be available to you in a "pick list" when you open the student's record.

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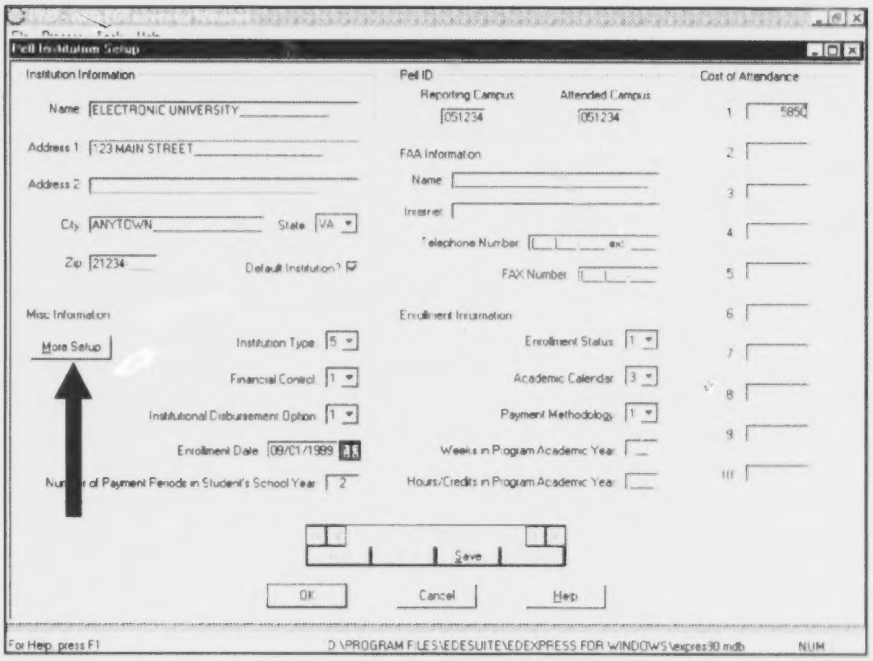
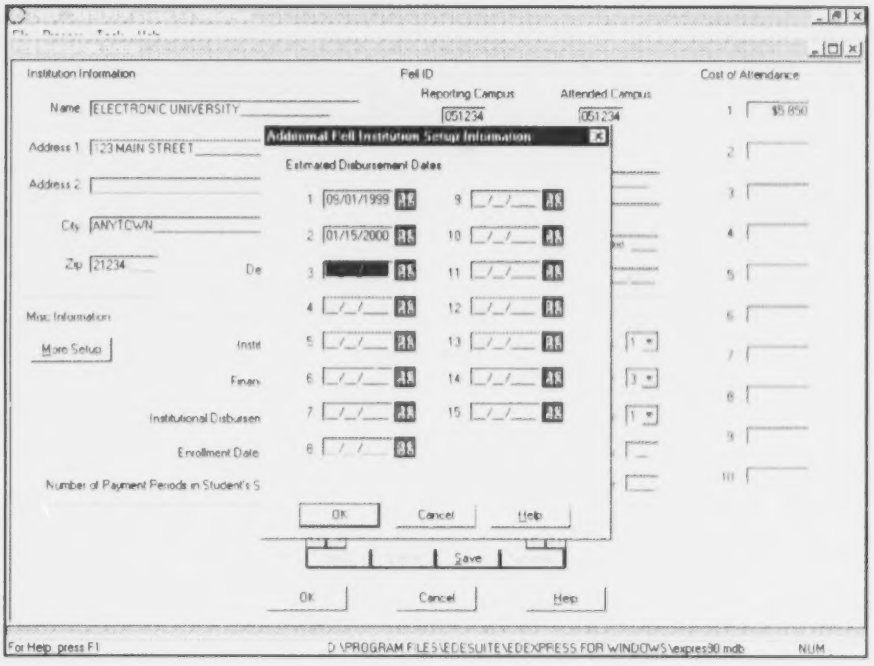


*Click the **More Setup** button to add Estimated Disbursement Dates.*



*Type a date for each disbursement. Click **OK** when finished. These are estimated dates only.*

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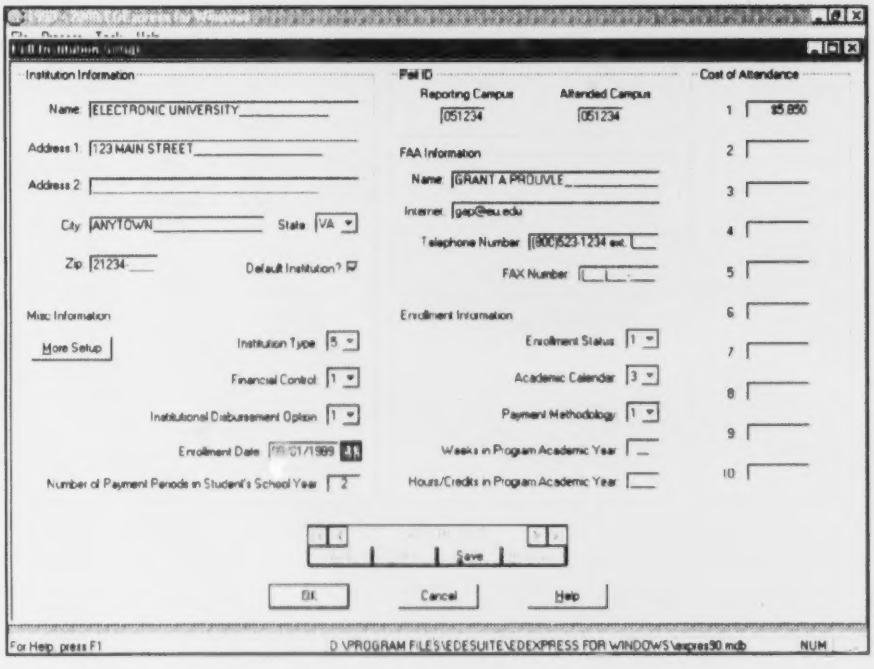
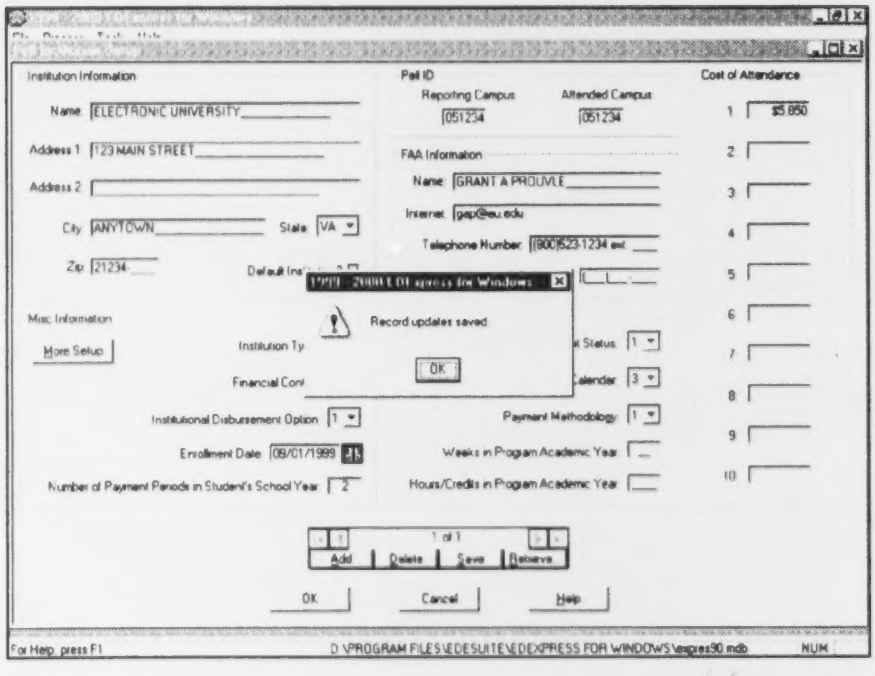


Type the name, email address and phone number of the contact person at the school.

*Click the **Save** button at the bottom of the screen to save the record.*



*Click **OK** to continue.*

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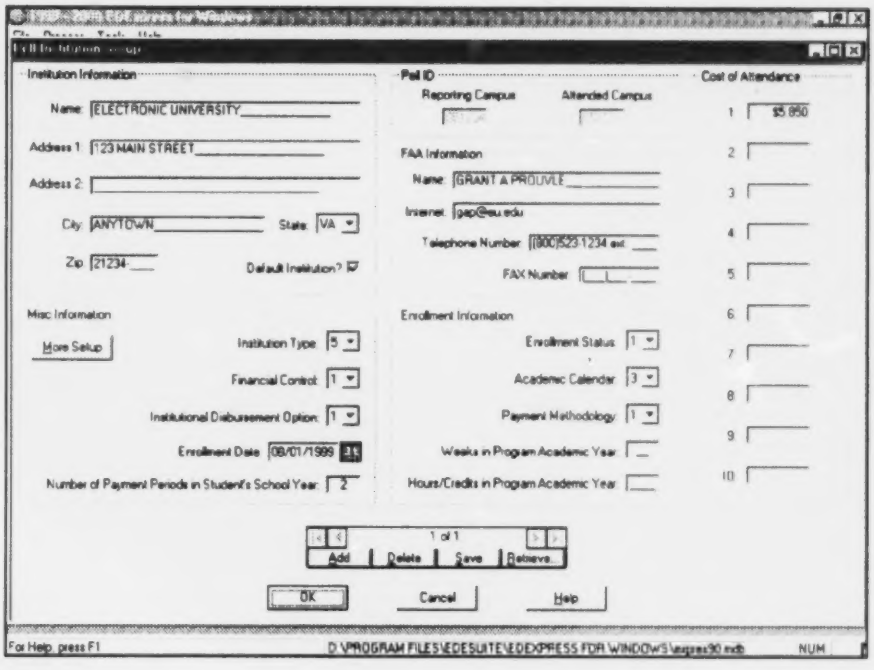

This is the completed institution setup screen.

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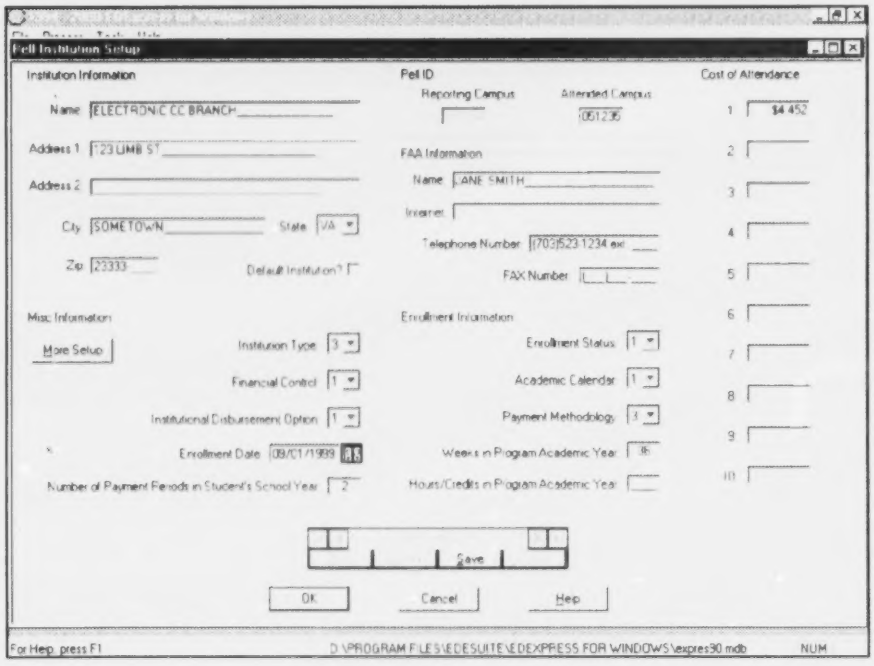
Attended Campus

No matter if you are using EDExpress as the reporting or attended campus, you must identify which school the student is actually attending. This example shows a community college that is a part of a university system. The community college is the attended campus, while the university system's central office is the reporting campus. This community college uses two disbursements (just as the reporting campus does), but has a different academic calendar (credit hours with non-standard terms) and uses a different Pell formula (3 – credit hours with non-standard terms) than the reporting campus.

In the example, we have created an institution setup record for an attended campus that corresponds to the previous reporting campus. Note the difference in the Pell IDs of the reporting and attended campuses.



This school uses a different Academic Calendar and Payment Methodology. Depending on the payment methodology you select, you may need to complete the corresponding weeks in the Program and Hours/Credits fields. Here the Payment Methodology is 3, so the number of weeks in the program's academic year (36) was added.

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Four fields on the student's origination record define how a Federal Pell Grant is calculated:

- Payment Methodology
- Academic calendar
- Weeks of instructional time in program's academic year
- Credits/hours in the program's academic year.

These fields are entered in Institution Setup and default onto each origination record. The table found on page 1-28 of your Participant's Guide defines each of the five payment methodologies and the acceptable values for each of the other three fields. For example, only quarter, semester, and trimester are accepted as academic calendar values for payment methodology #1.

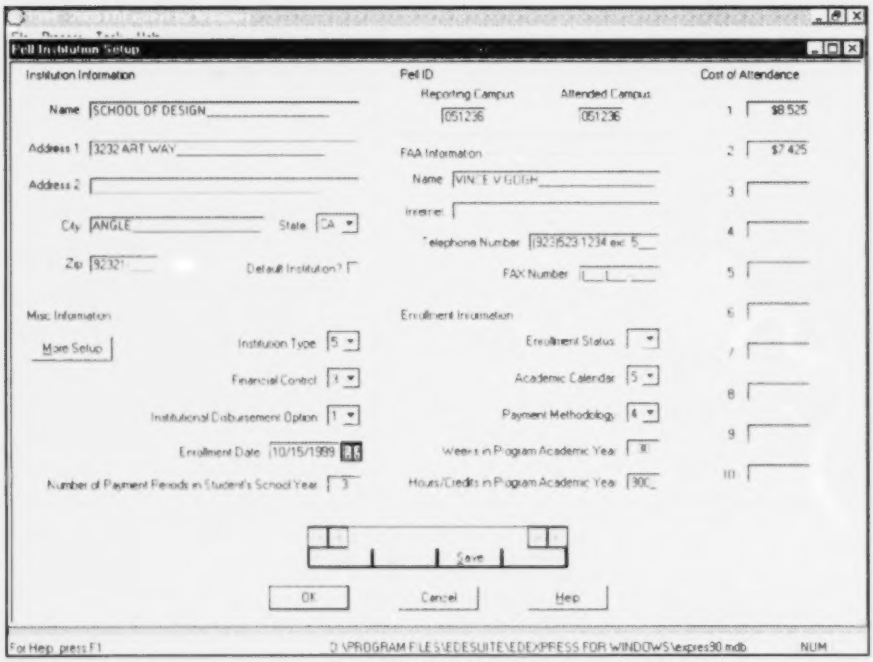
Payment Methodology	Academic Calendar	Program Definition	Wks of instructional time in Program's Academic Year	Credits/ Hrs in Program's Academic Year
1	2=Quarter 3=Semester 4=Trimester	b) that uses standard terms c) in which the fall through spring terms: i) equal or exceed 30 weeks of instructional time, or ii) equal or exceed the weeks in its academic year iii) if the program receives a waiver from ED	Blank	Blank
2	2=Quarter 3=Semester 4=Trimester	a) that measures progress in credit hours b) that uses standard terms c) in which the fall through spring terms: i) are less than 30 weeks of instructional time, and ii) the program did not receive a waiver of the 30-week minimum from ED	Valid value= 30 - 78	Blank
3	1=Credit hr 2=Quarter 3=Semester 4=Trimester	a) that measures progress in credit hours b) that uses terms (standard or nonstandard)	Valid value= 30 - 78	Blank
4	5=Clock hr 6=Credit hr without terms	a) that measures progress in clock hours b) that measures progress in credit hours but does not have terms	Valid value= 30 - 78	Valid values 5-clock-hr= 900 - 3120 6-credit-hr without terms= 24 - 100

Continued

Payment Methodology	Academic Calendar	Program Definition	Wks of instructional time in Program's Academic Year	Credits/ Hrs in Program's Academic Year
5	1=Credit hr 2=Quarter 3=Semester 4=Trimester 6=Credit hr without terms	a) that is offered by correspondence b) that is a nonresidential portion of an eligible program c) that measures progress in credit hours (standard terms, nonstandard terms, or without terms)	Valid value= 30 - 78	Valid value 5-clock-hr= 900 - 3120 6-credit-hr without terms= 24 - 100

Reporting Campus - Different Payment Methodology

Since the Pell Institution Setup can contain many combinations of default values for schools, we have created one more example of a Reporting campus setup that uses a different payment methodology. This is a proprietary design school that offers a bachelor's degree in several fields of art and design. It is a clock -hour school that uses Pell formula 4 and disburses Pell in three payment periods.



This record is another example of a Reporting Campus but using a different type and control. The Academic Calendar is 5 (clock-hour) and the Payment Methodology is 4. Since the payment methodology is 4, the weeks in program have been set to 30 and the Hours/Credits field is set to 900. This institution also has two cost of attendance values established.

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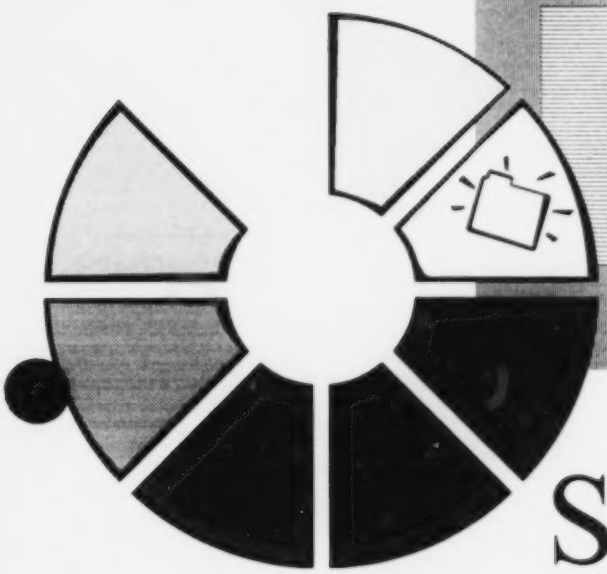
Session 2



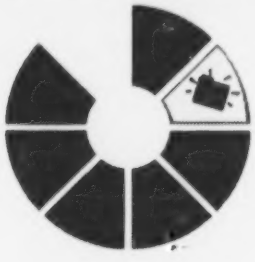
Origination

Schools must send an origination record to the RFMS for each student who receives a Federal Pell Grant. The record is used to verify the student's eligibility. This session describes the origination process and how to use EDExpress to create and submit origination records.

Objectives

1. Understand why you need to send origination records.
2. Understand the origination process.
3. Know what data are needed on the origination record.
4. Know how the origination record is edited.
5. Learn how to create and submit origination records using EDExpress.

Session 2 - Origination



2-1

Session 2 Objectives

During this session, you will learn:

- Why you need to send origination records
- The origination process
- What data are needed on the origination record
- How the origination record is edited
- How to create and submit origination records using EDExpress

2-2

What Is Origination?

- Establishes baseline record on RFMS for each potential Federal Pell Grant recipient
- Origination records sent:
  - For eligible students only
  - Beginning in May 1999
  - Before or with corresponding initial disbursement record

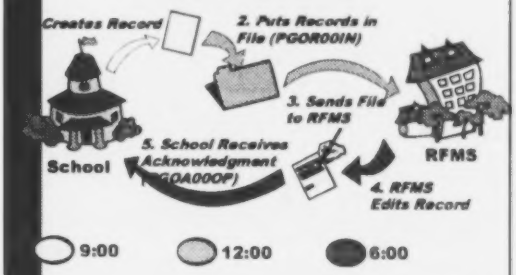
2-3

What are the Benefits?

- Allows editing early in the process
  - Verifies eligibility
  - Identifies conflicts
- Allows improved funds forecasting

24

Origination Process



25

What Does the Origination Record Include?

- Origination ID
- Student and school identifiers
- Award amount

26

What Does the Origination Record Include? (cont.)

- Award amount components:
  - EFC
  - Cost of attendance
  - Enrollment status
  - Academic calendar
  - Payment methodology
- Verification status code
- Estimated disbursement dates

Origination Record: Data Requirements

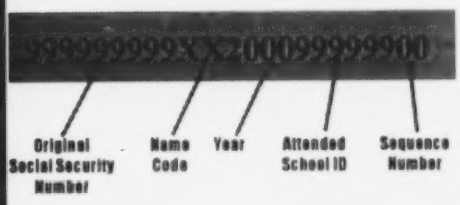
Required	Optional
■ Origination ID ■ Original SSN ■ Original Name Code ■ Attending Campus ID ■ Award Amount ■ Estimated Disbursement Date #1 ■ Enrollment Date ■ Verification Status Code ■ Transaction Number ■ EFC ■ Academic Calendar ■ Payment Methodology ■ Cost of Attendance ■ Enrollment Status (Payment Methodology = 1,2,3, or 5) ■ Weeks of instructional time used to calculate payment (Payment Methodology = 2,3,4, or 5) ■ Weeks of instructional time in program's definition of academic year (Payment Methodology = 2,3, 4, or 5) ■ Hours in all payment periods used to complete school year (Payment Methodology = 4 or 5) ■ Hours in program's definition of school year (Payment Methodology = 4 or 5)	■ Institution Cross-Reference ■ Action Code ■ Number of Payment Periods in Student's School Year ■ Estimated Disbursement Dates #2–#15 ■ Low Tuition and Fees Code ■ Incarcerated Federal Pell Recipient Code ■ Secondary EFC

Three Exceptions to Current Record

- No disbursement amounts
- Estimated disbursement dates
  - ♦1 required
  - ♦Other optional
- Origination record identified with 23-digit number

2-8

Origination ID



2-9

What Does the Acknowledgment Record Include?

- Action Code:
  - ♦A = Accepted
  - ♦C = Corrected
  - ♦E = Rejected
- Accepted Data Returned
- Corrected Data Returned
- Reject Reasons

2-10

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RFMS Origination Record Editing

- Eligible applicant
- Required fields present
- Valid values in all fields
- Attended campus eligible and participating
- One origination record per recipient per attended campus

2-11

RFMS Origination Record Editing (cont.)

- Award amount consistent with other provided data
  - Adjusted downward based on available data
  - Never adjusted upward

2-12

Scenario #1

School Reports Award Amount	=	$800
RFMS Calculates Award Amount	=	$400
Accepted Award Amount	=	$400
Action Code	=	C

2-13

Scenario #2

- School Reports Award Amount = $400
- RFMS Calculates Award Amount = $800
- Accepted Award Amount = $400
- Action Code = A

2-14

Award Amount

- Estimate of Funding Needs
- Does Not Commit Funds

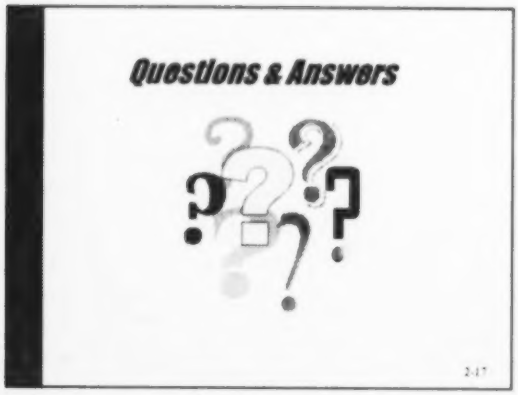
2-15

Changes

All fields "changeable", except:

- Origination ID
- Original SSN
- Name Code
- Attended Campus

2-16


Questions & Answers
2-17

Using EDExpress

In this set of software exercises, you will learn to:

- Create origination records using ISIR import and manual entry.
- Modify origination records using manual entry and multiple entry.
- Export a batch of origination records.
- Add a transfer record using manual entry.
- Print a list of origination records.
- View the batch activity browse.
- Change values on the origination record.

Creating Origination Records

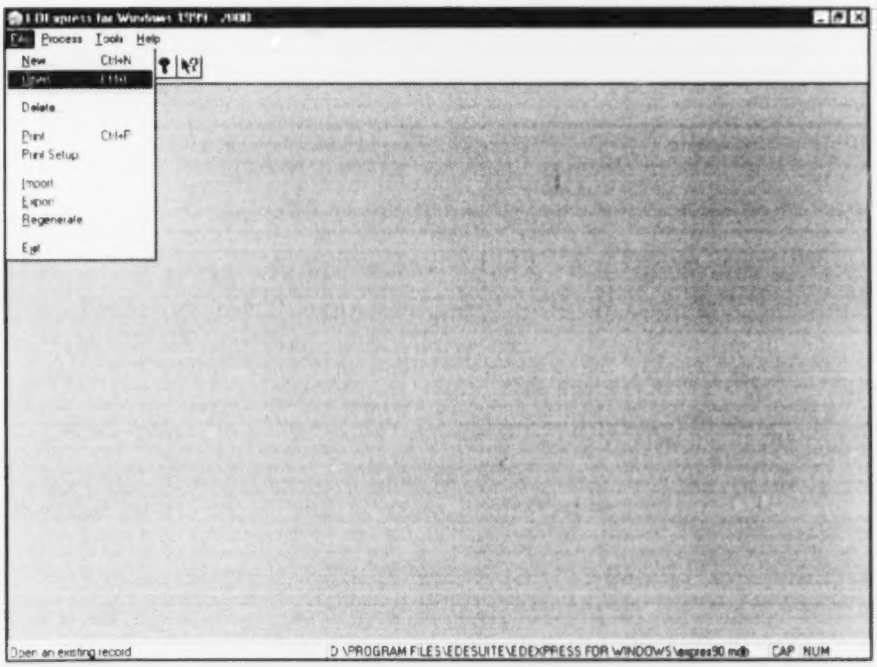
There are three methods to creating origination records in EDExpress.

1) **Import–ISIRs.** Imports* ISIRs from the App Express module of EDExpress. Note that importing ISIRs for the purpose of creating origination records is a two-step process. First, you import the ISIR file received from the CPS into the App Express module. From here, you can print ISIRS, make corrections, etc. Then, you need to import the ISIRs from the App Express module into the Pell module. You have four options when importing ISIRs from App Express:
   - Import New Eligible ISIRs—You can only import new eligible ISIRs from the last time you imported into Pell.
   - Import Packaging Data—If you use the packaging module of EDExpress, you can import the Pell Grant award into Pell.
   - Processed Date Range—Imports ISIRs processed during the date range you selected.
   - Selection Criteria—Predefined and user-defined queries allow you to select certain records to import, e.g., only first-year students.
2) **Import–External.** Import data from an external system.
3) **Manual Entry.**

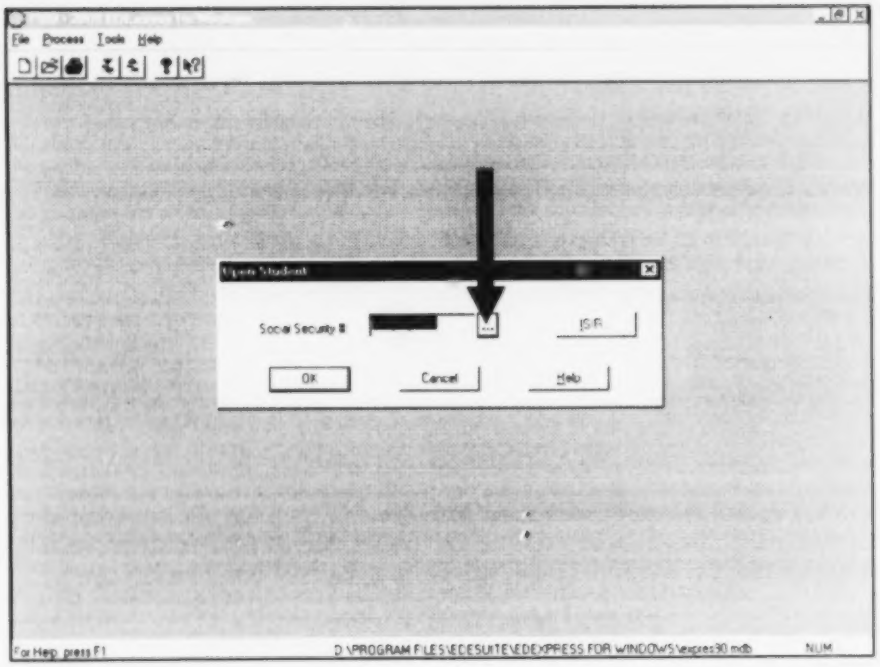
Manual Entry of Pell Data

The first method that we will use to create a Pell record is Manual Entry. While you will probably create most Pell records using one of the import methods, in some cases you may need to add a record manually. One example is when a student has provided you a paper SAR and you haven't retrieved the ISIR. You might also use manual entry if you don't import all ISIR files into EDExpress because you generally use your mainframe for tracking Pell data.

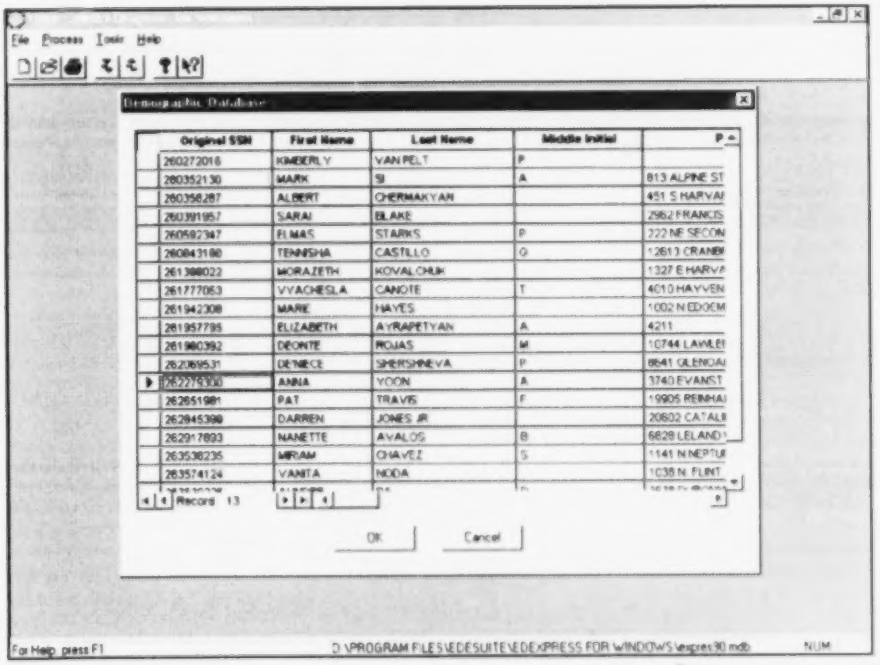
In this exercise, we will create a Pell record for Anna Yoon. Demographic and ISIR data are stored in the database for her. This exercise will also help familiarize you with all of the fields on the Pell Grant tab.



Manual creation of an origination record is accomplished by opening the student's record and selecting the Pell Grant tab. To open a record, select ***File/Open*** *from the main menu.*



*Click the **ellipsis** button to display a list of student records.*


File Process Tools Help
Demographic Database
Original SSN
First Name
Last Name
Middle Initial
260272016 KIMBERLY VAN PELT P
260352130 MARK SI A 813 ALPINE ST
260356287 ALBERT CHERMAKYAN 451 S HARVAI
260391957 SARAI BLAKE 2562 FRANCIS
260502747 ELMAS STARKS P 222 NE SECON
260843180 TENNISHA CASTILLO G 12613 CRANBI
261388022 MORAZETH KOVALCHUK 1327 E HARVA
261777053 VYACHESLA CANOTE T 4010 HAYVEN
261942308 MARIE HAYES 1002 N EDGEM
261957785 ELIZABETH AYRAPETYAN A 4211
261980392 DEONTE ROJAS M 10744 LAWLEI
262036531 DENECE SHERSHNEVA P 8641 GLENOAI
262278300 ANNA YOON A 3740 EVANST
262651981 PAT TRAVIS F 19905 RENHAI
262945398 DARREN JONES JR 20602 CATALI
263917803 NANETTE AVALOS B 6828 LELAND
263538235 MIRIAM CHAVEZ S 1141 N NEPTU
263574124 VANITA NODA 1038 N. FLINT
Record: 13
OK
Cancel
For Help, press F1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express30.mdb
NUM

*Select the record desired and click **OK**.*

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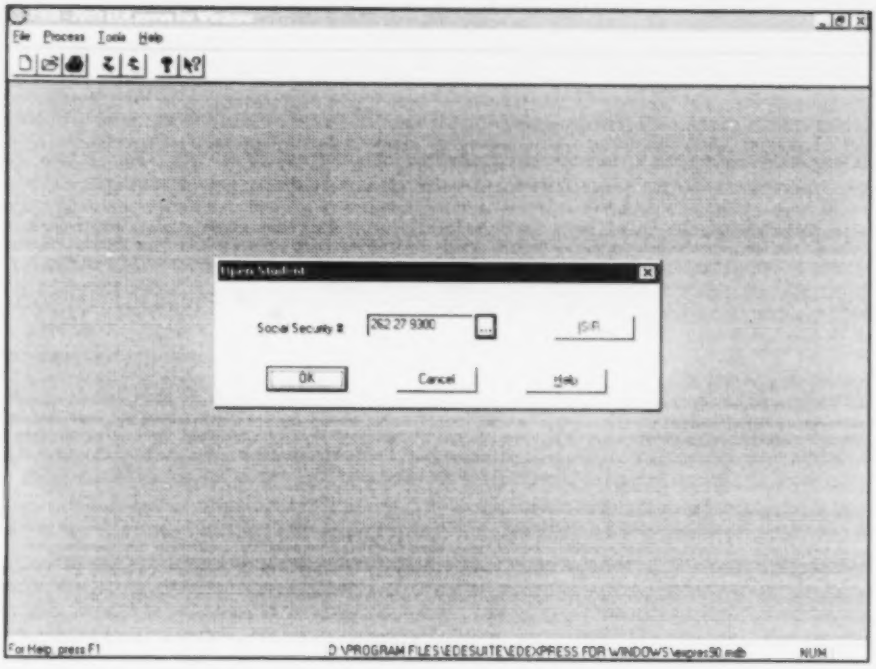
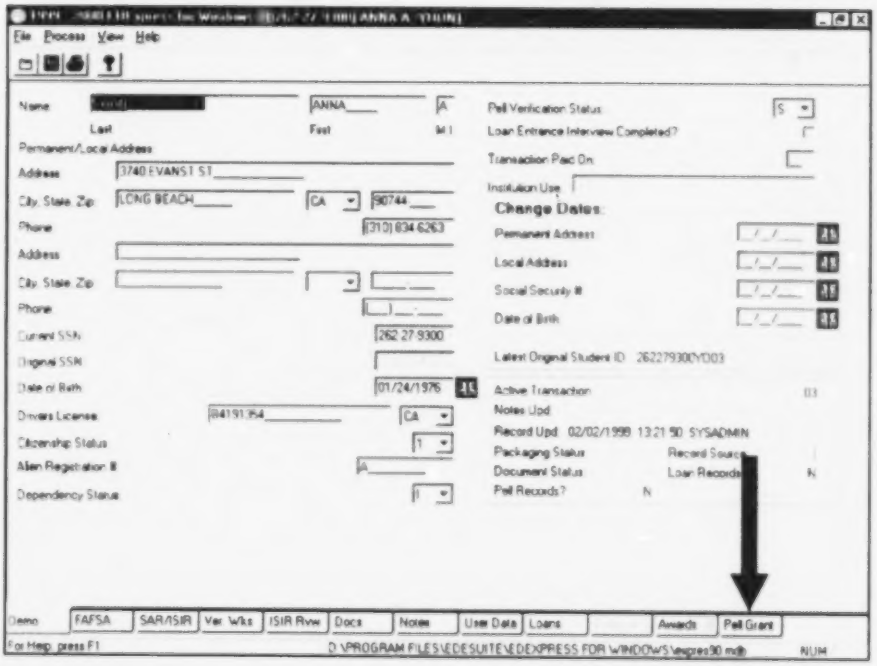
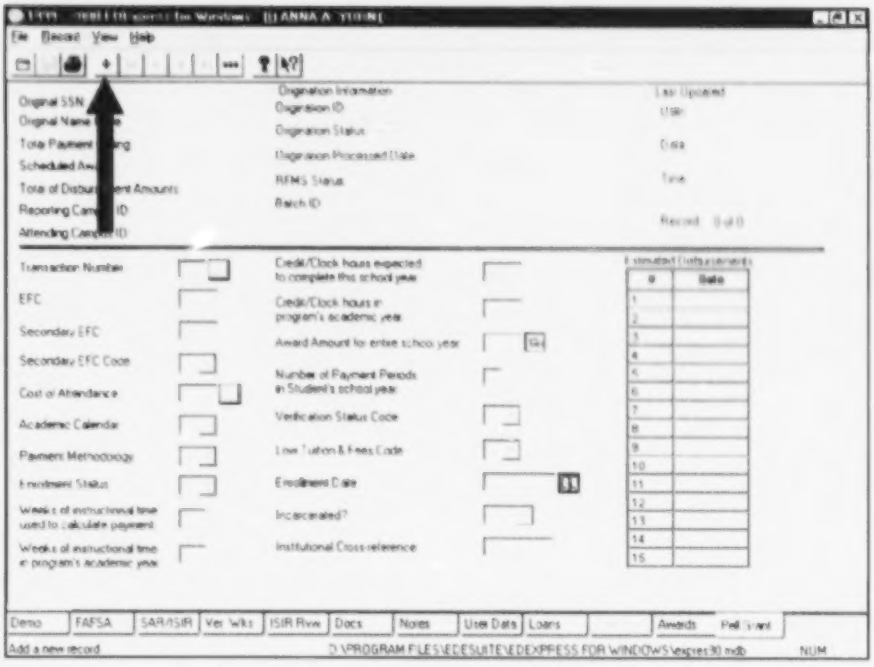


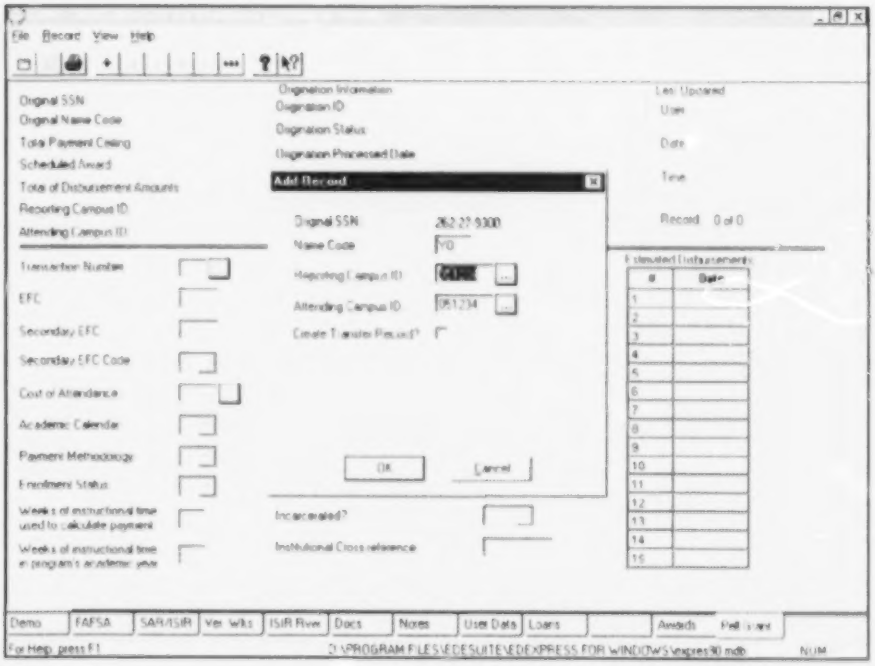
Anna Yoon's SSN is displayed. Click ***OK*** *to open the record.*



Anna Yoon's demographic record is displayed. Click the* ***Pell Grant*** *tab.*



*Click **Record/Add** or click the **+** button in the menu bar at the top of the screen to create an origination record.*



*Type the student's name code and verify the reporting and attended campus IDs. Remember, the name code is the first two letters of the last name. Click **OK** to continue.*

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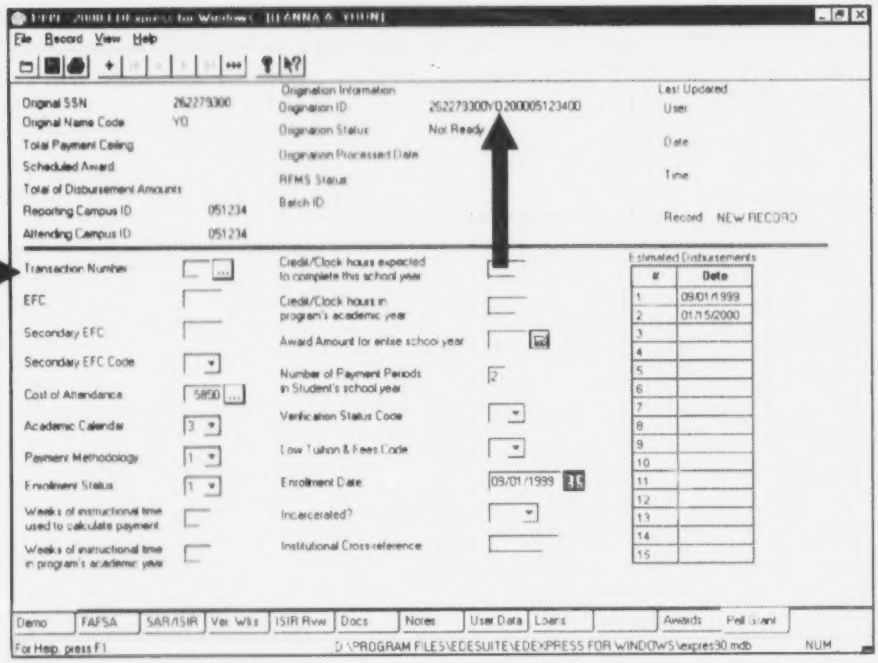

Many of the data fields are populated from the Institution Setup. Note the creation of the Origination ID. Click the ***ellipsis*** *button next to the Transaction Number field to select a specific ISIR transaction.*

Pell Origination ID

262279300	YO	2000	05123	400
SSN	Name code	Year	School code	Sequence number

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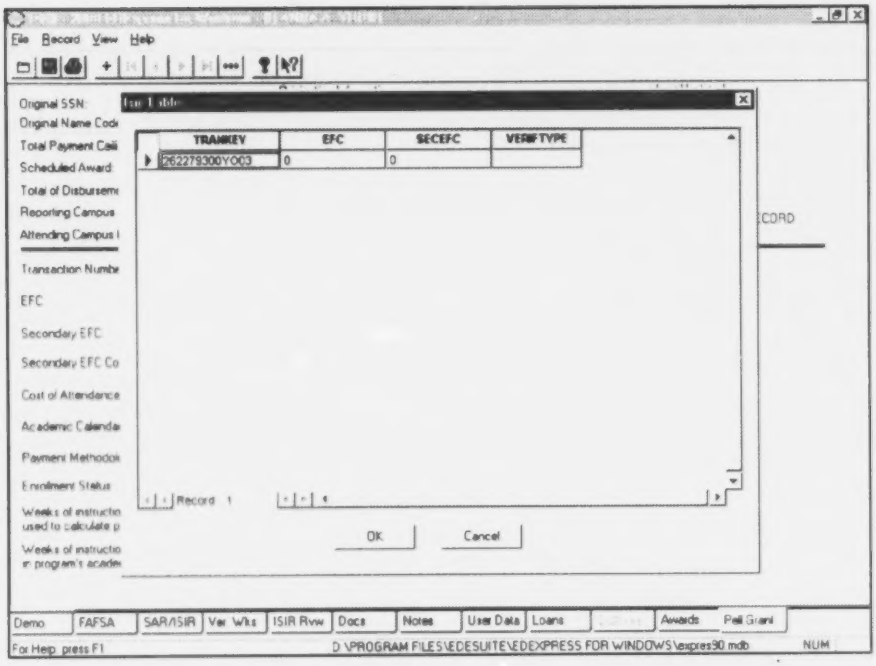
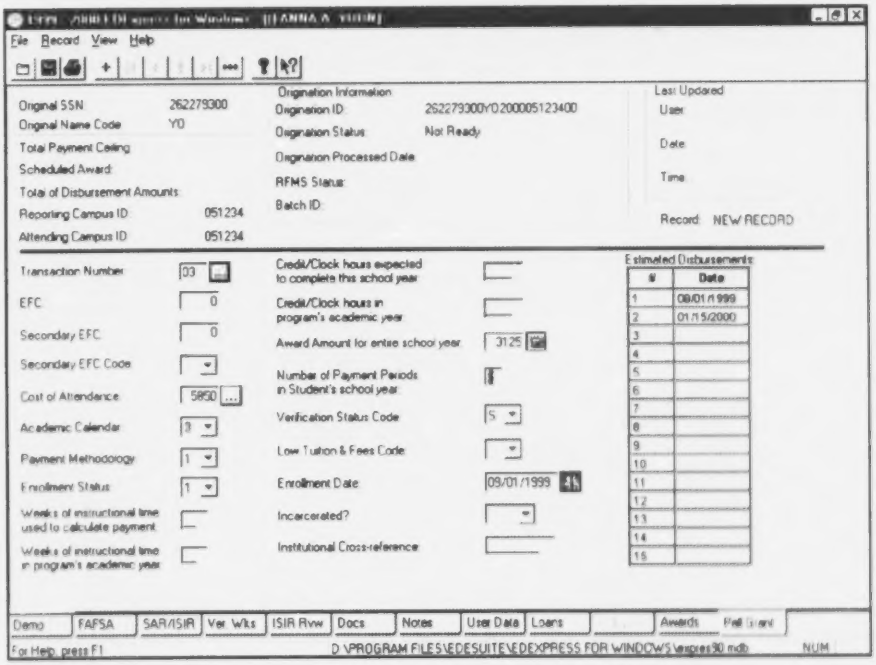


All of the ISIRs for the student that have been imported into the App Express database will be displayed.

Anna Yoon only has one ISIR on the database.

*Click **OK**.*



The transaction number, EFC, and verification status code are pulled onto the record from the ISIR. An award amount is also calculated based on the EFC, cost of attendance, and enrollment status.

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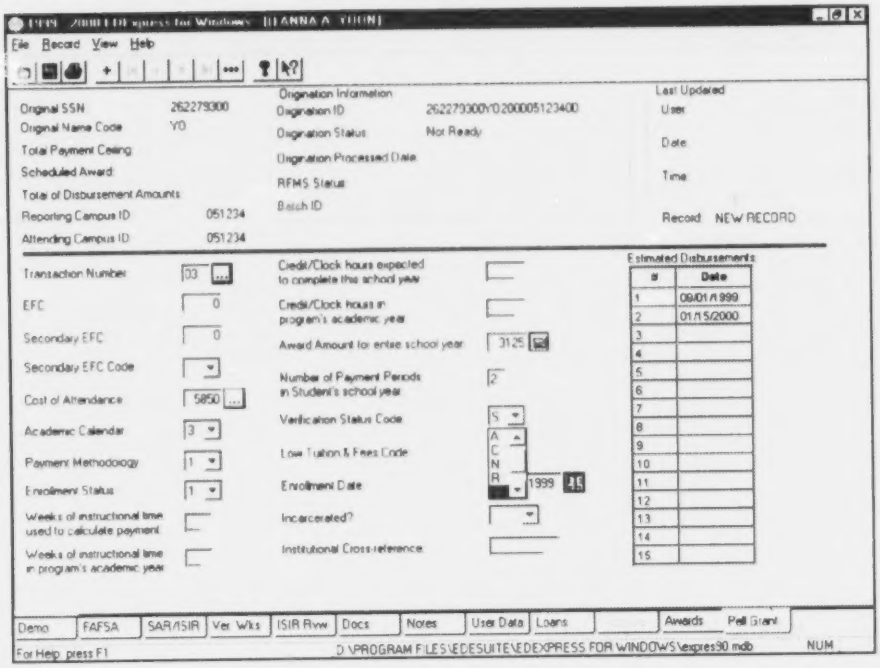

*Click the verification status code field and select **A** for Accurate.*

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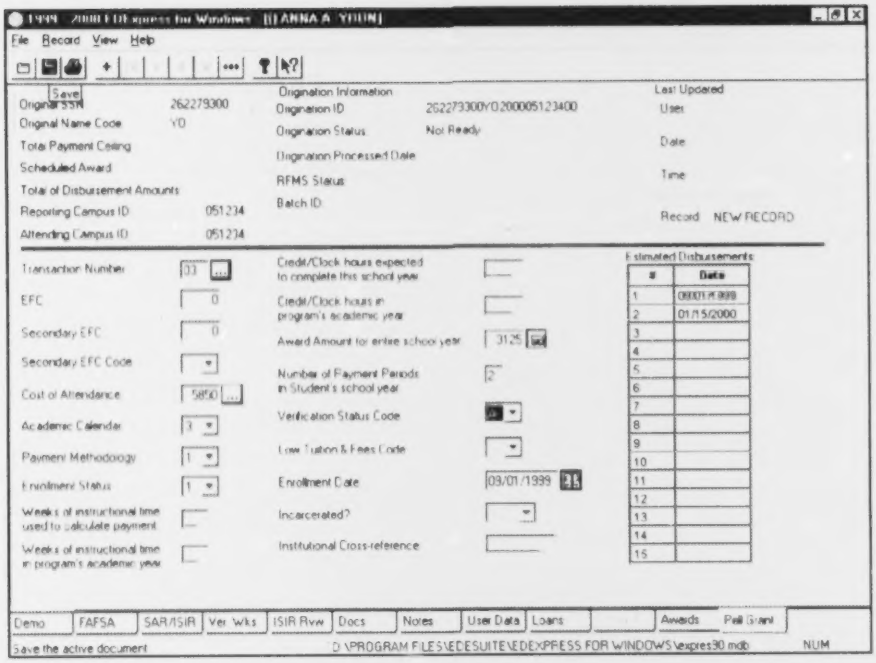
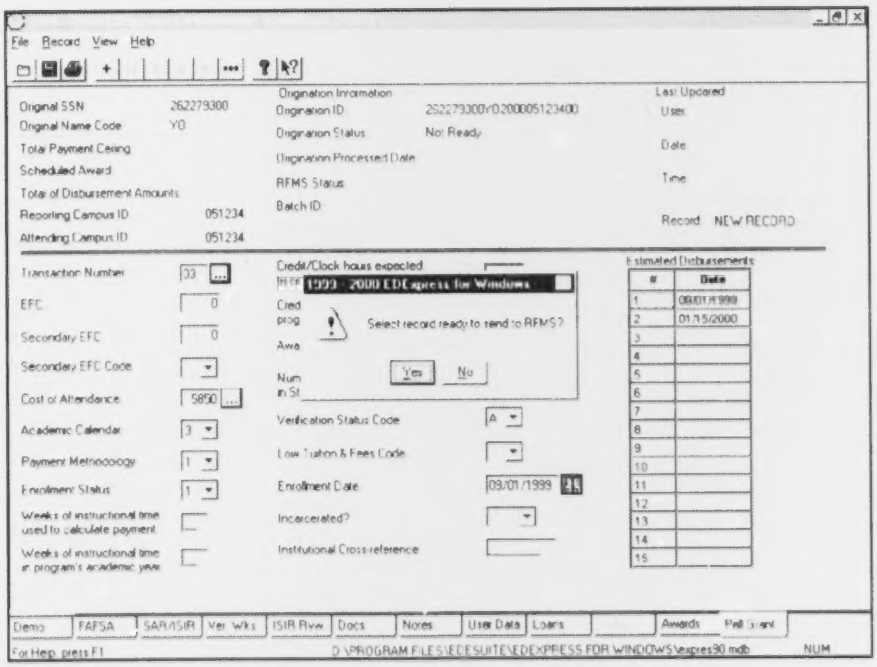


*Select **File/Save** to save the record.*



*Click **Yes**.*

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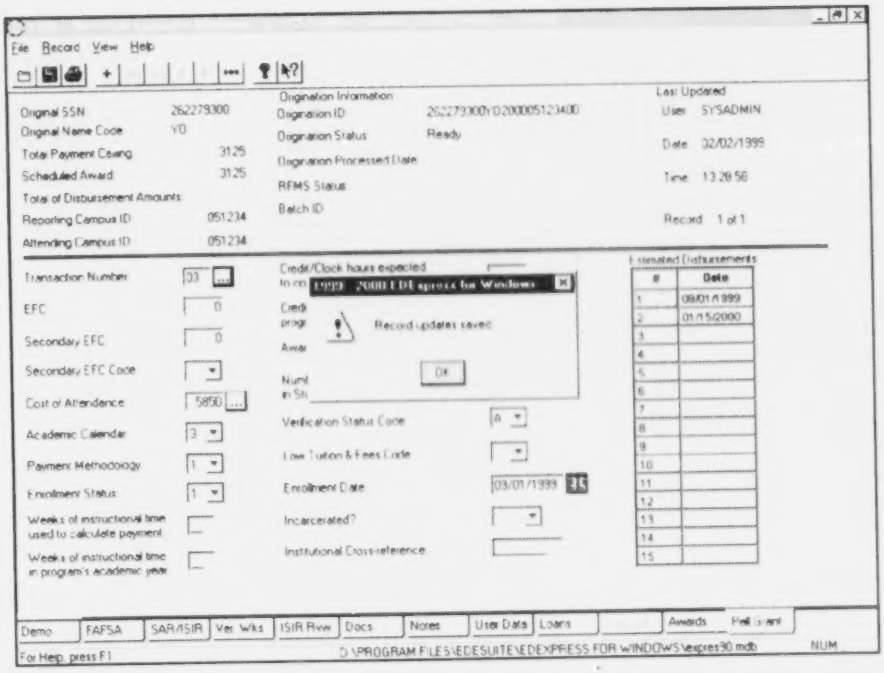
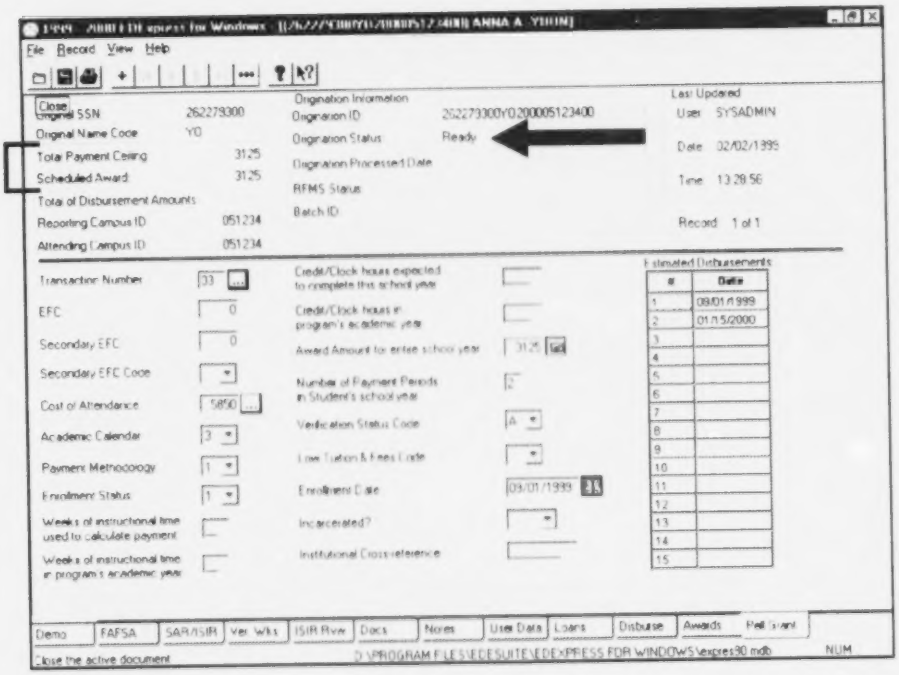


*Click **OK** to continue.*



Note that the origination status is "Ready," meaning that Anna's origination record is ready to be exported. Other origination status values are:

Not ready
Batched
Accepted
Error
Transfer

Note also that upon saving the record, the Total Payment Ceiling and Scheduled Award are calculated.

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Award Amount Fields

The Pell Grant tab includes four fields that store different amounts that help you track how much Pell the student is or will be receiving. A definition of each field is provided below.

Award Amount for Entire School Year

Enter the amount that you expect to pay the student for the entire year. This amount can be up to, but cannot exceed, the scheduled award amount based on the student's budget, enrollment status and cost of attendance. If you import ISIRs using packaged data or import an external add record, this amount is included in the record. This amount will be different from the scheduled award if it reflects a total based on a mixed enrollment status.

Total Payment Ceiling

This field reflects the current amount of Pell available to disburse to the student, and is recalculated each time you open the Pell Grant record. The amount represents the difference between the scheduled award amount and the amount disbursed obtained from a transfer record*. EDExpress calculates the percentage used at the school on the transfer record and adjusts the Total Payment Ceiling to the amount available. If there are no transfer records for the student, the beginning amount for the field is the same as the Scheduled Pell Grant.

Scheduled Award

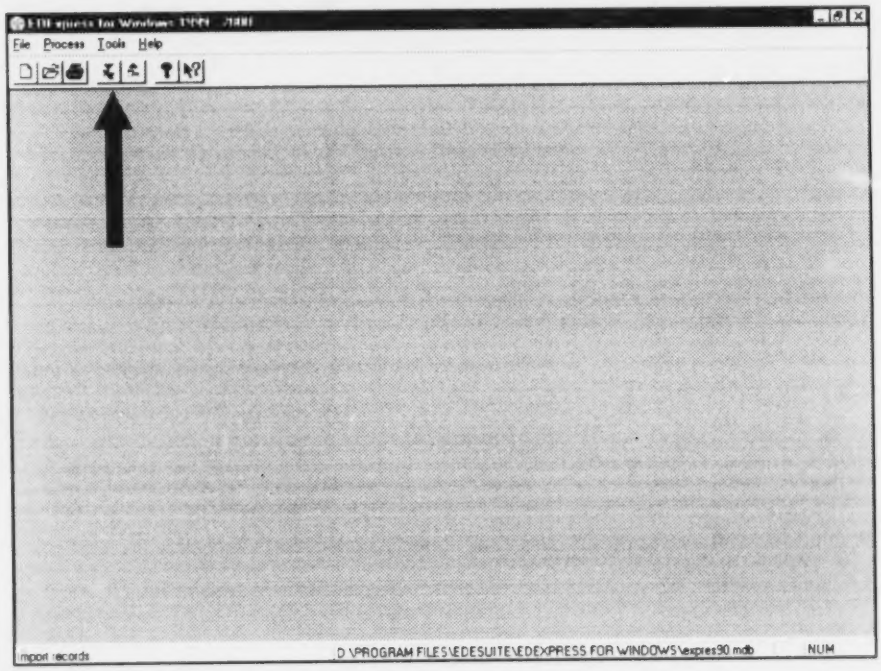
This field is calculated by EDExpress based on the student's budget and cost of attendance for a full-time student.

Total of Disbursement Amounts

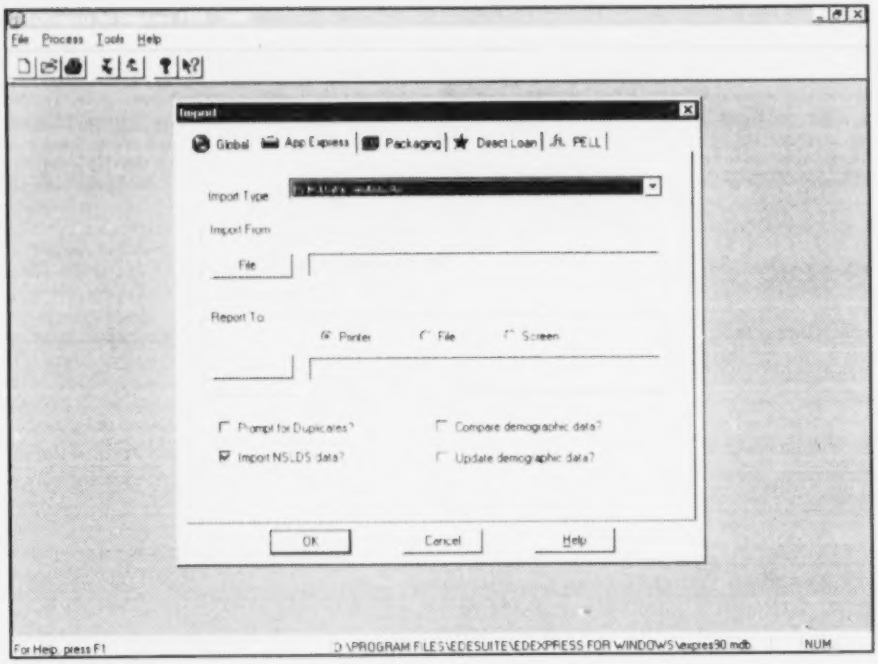
This field is calculated by EDExpress and is the sum of the disbursement amounts that you have added for your institution.

Import ISIR

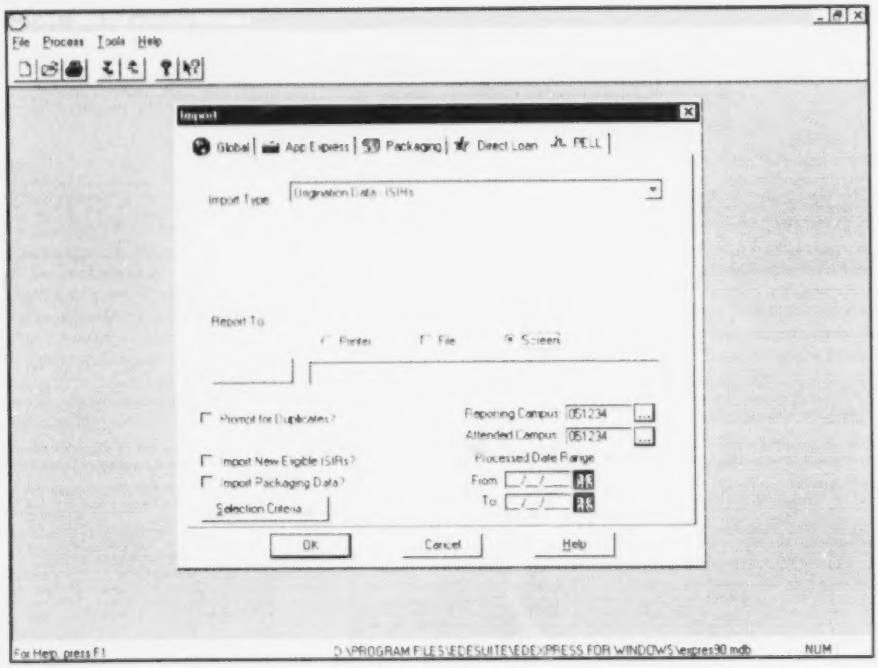
In the next exercise, you will import ISIRs from the App Express module of EDExpress. If you use the Packaging module in EDExpress, you can also take advantage of information already stored for your students. You can import the awarded amounts from the Packaging Awards table.



*From the main menu, select **File/Import** or click the button indicated here.*



*Click the **Pell** tab.*



*Select the Import Type **Origination Data-ISIRs**. Click **Screen** to send the edit report to the screen.*

*You may import all that are eligible or select specific records using selection criteria. Click the **Selection Criteria** button.*

EDExpress will only import one transaction per Attended Campus ID.

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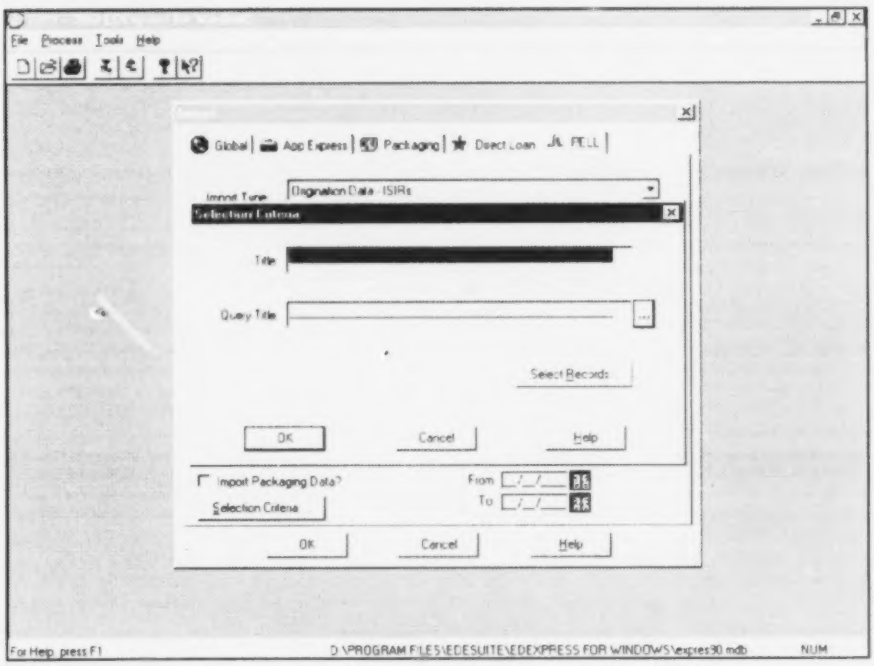
Which ISIR Record Imports?

When determining which ISIR to import into the Pell module, EDExpress will look at the Transaction Paid On field first. This field is on the Demo record and has to be populated by the user (not defaulted or imported in) either individually on each student record or via multiple entry. If this field has a value, EDExpress will import this ISIR transaction into Pell.

If this field is blank, EDExpress will import the ISIR transaction displayed in the Active Transaction column on the ISIR Review tab. If you don't use this tab, the active transaction is the highest non-rejected transaction in your database.



*Use a predefined query to identify the records you want. Click the **Query Title ellipsis** button to display a list of queries.*

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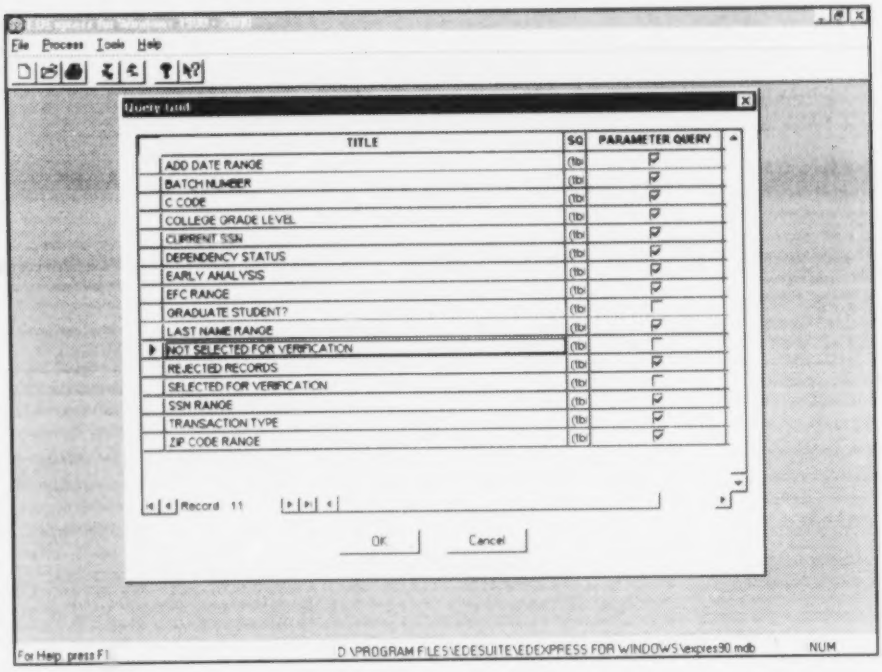

In this example we only want records that were not selected for verification. Select the query and click ***OK****.*

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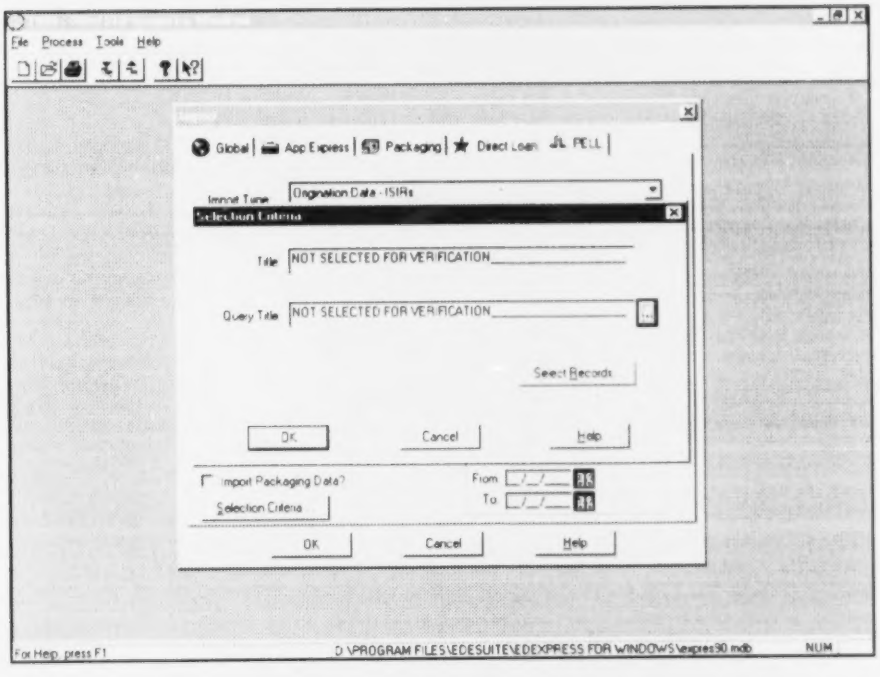
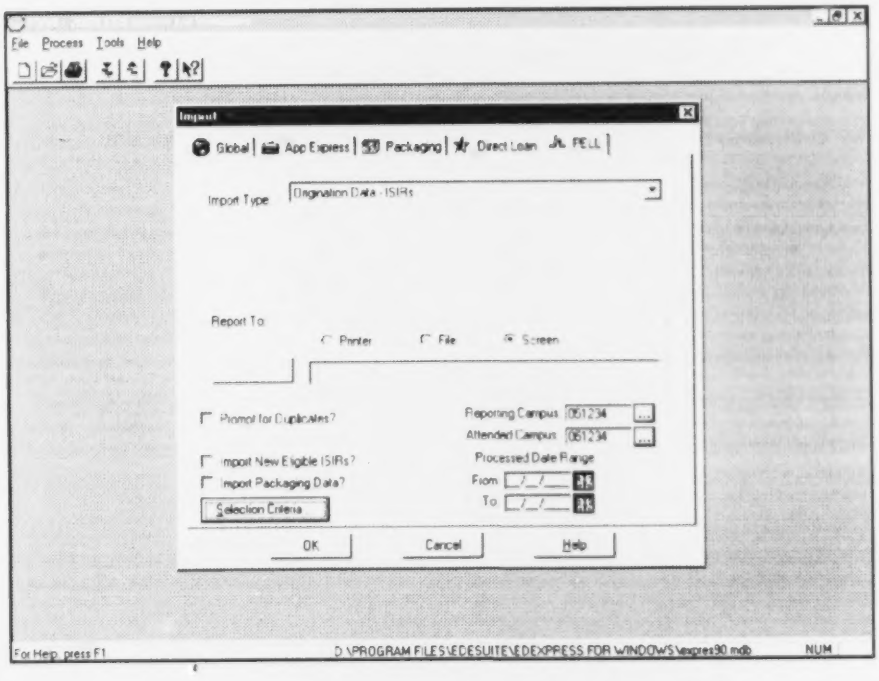


*Note that the title of your selected query is displayed. Click **OK** to continue.*



*Click **OK** to import.*

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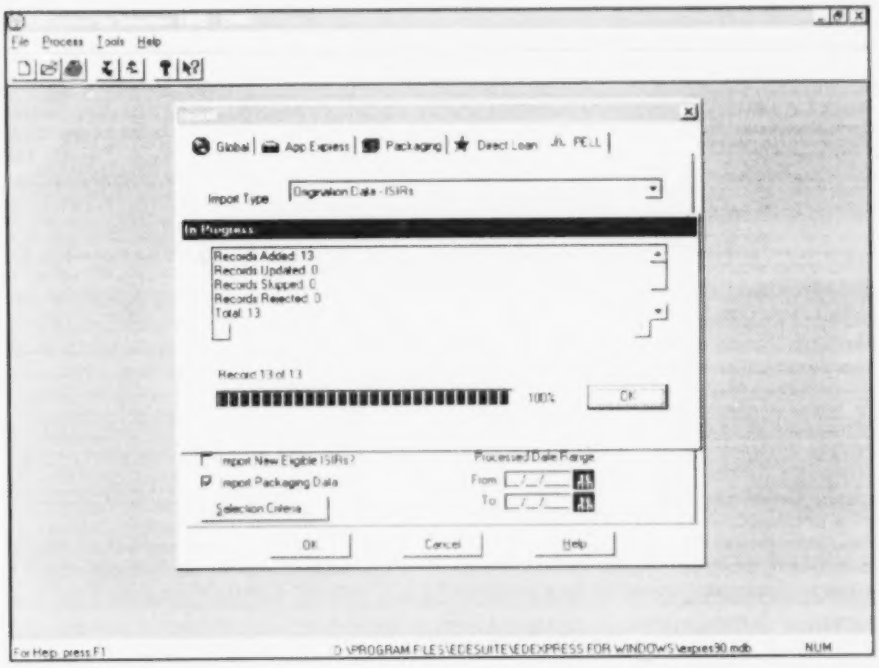
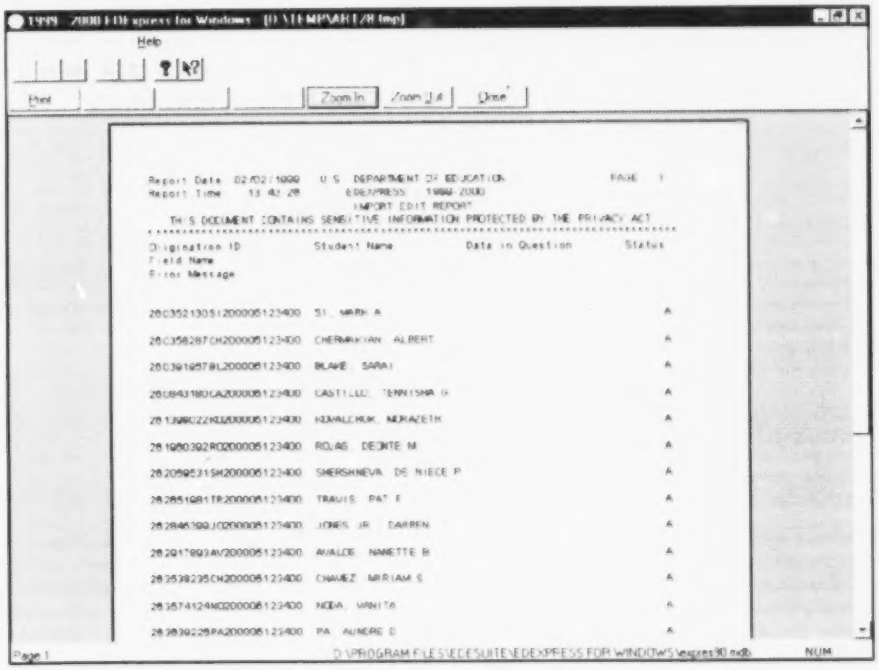


*All ISIRs not selected for verification that reside on your App Express database have been imported into your Pell database. The Batch Statistics box indicates that 13 records were added. Click **OK** to continue.*



An Import Edit report identifies all 13 records that were added.

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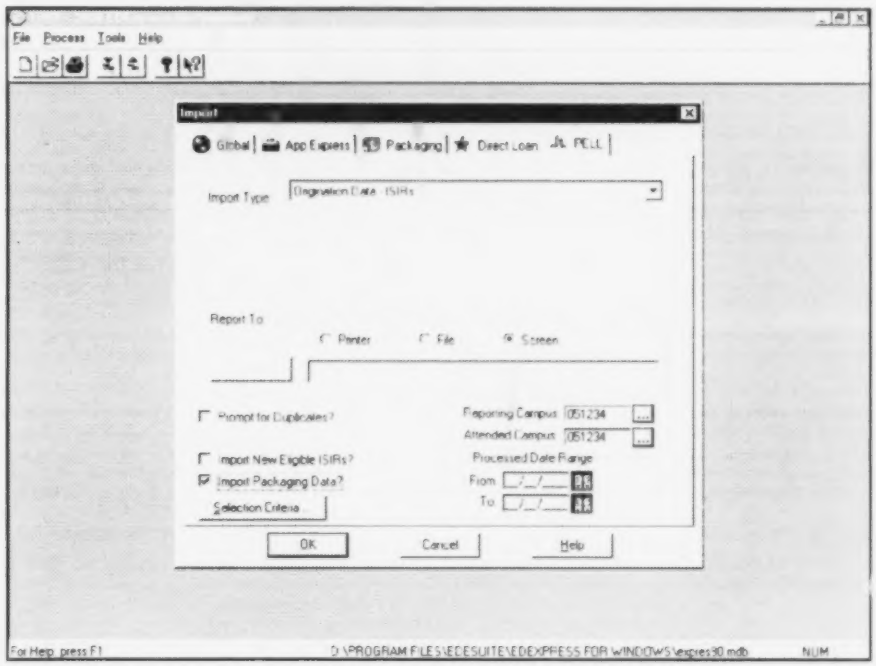
Import ISIRs–Packaging Data

As we've just seen, you can import any new ISIR added to EDExpress or limit the import to specific criteria. In the next exercise, we import a different set of ISIRs including the packaging information.



*Select **File/Import** from the main menu. Check the **Pell** tab. Send the record to the screen by clicking **Screen**.*

*Click **Import Packaging Data?***

*Click the **Selection Criteria** button.*

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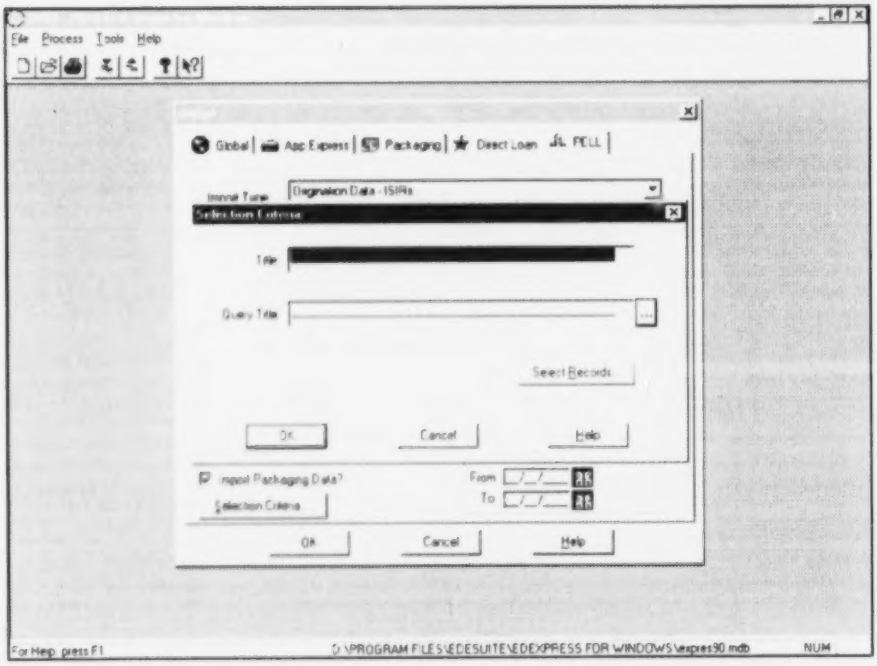
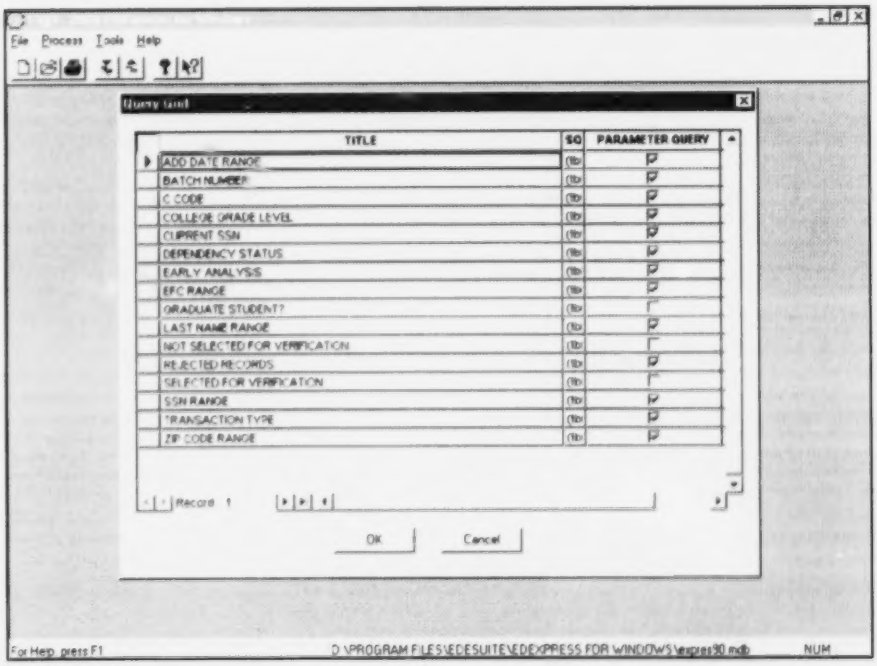


*Click the **Query Title ellipsis** button to display a list of queries.*



In this example we will add records that were added to EDExpress on a certain date.

*Add Date Range is already highlighted. Click **OK** to accept this query.*

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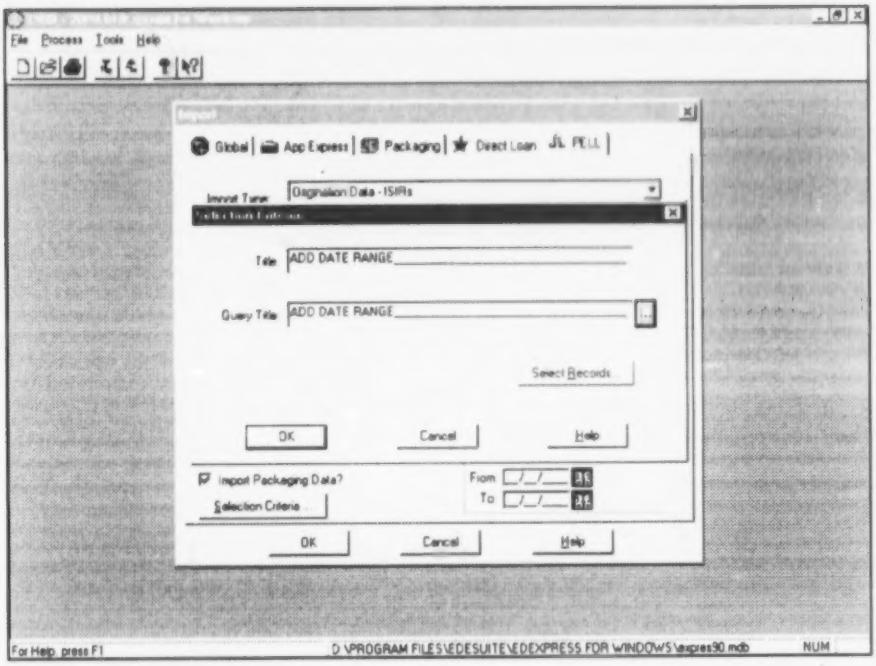
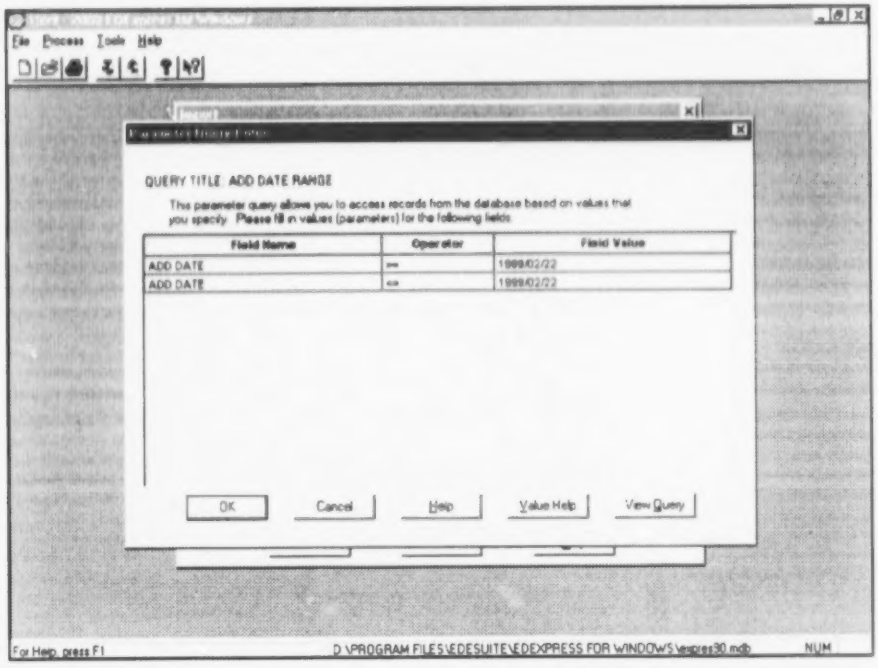


*Click **Select Records** to view a list of records that meet the criteria.*



For queries with parameters, you need to supply the values for each field. We want all records that were added on 2/22/1999.

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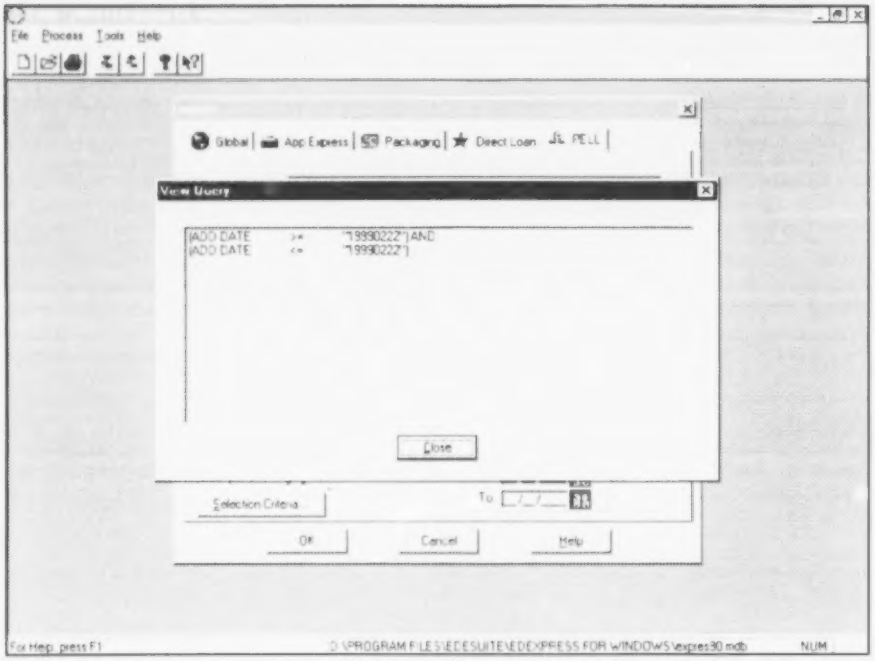
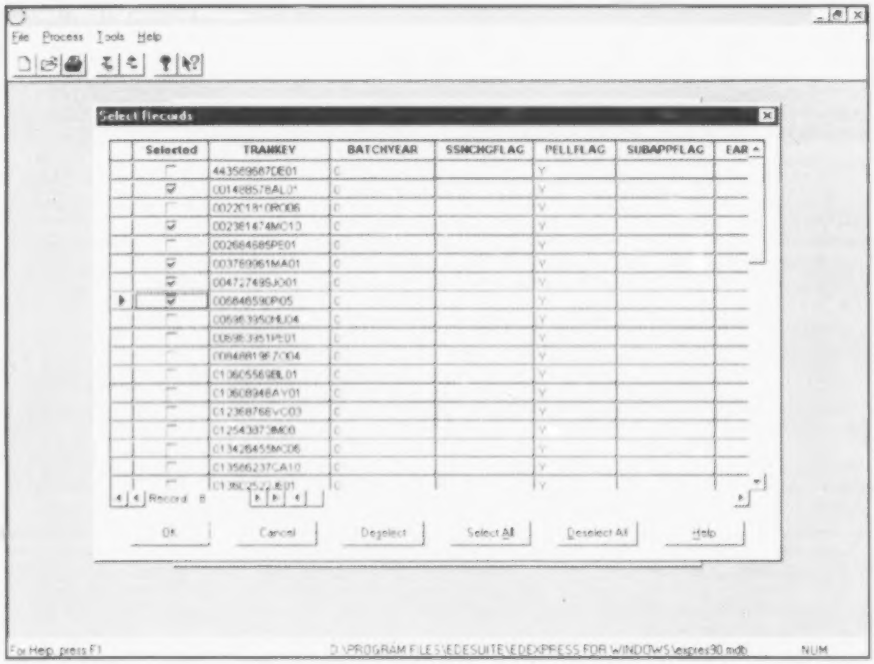


The query values are displayed. Click **Close** *to continue.*



Select the record to import by clicking on the selected check box. Click **OK** *when all desired records have been selected.*

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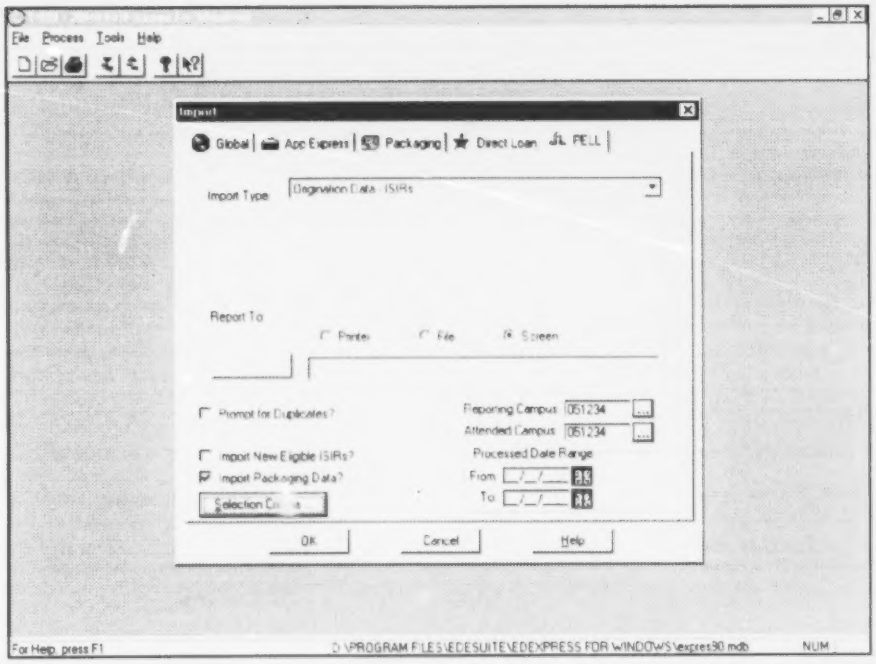
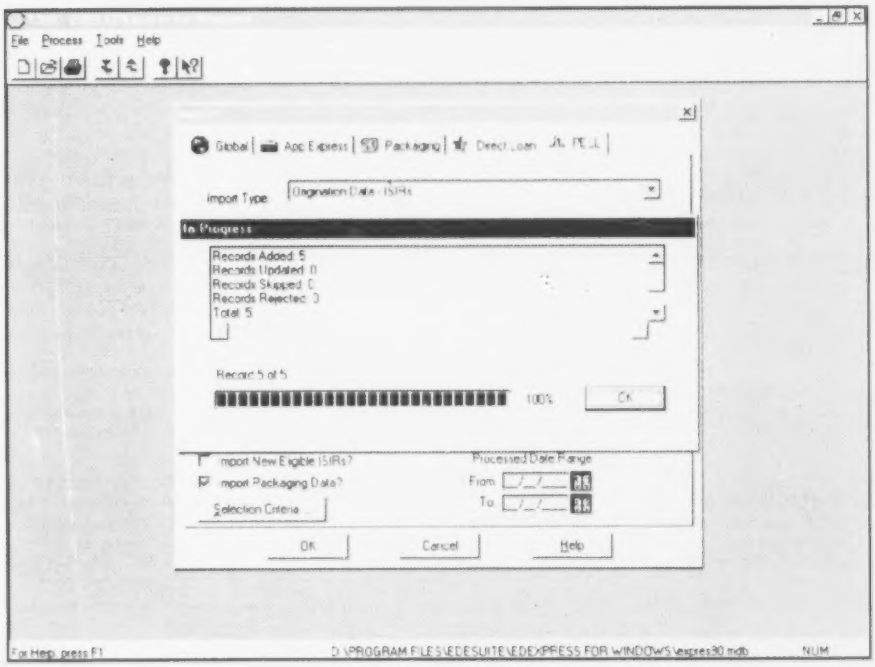


*Click **OK** to import the records.*



*All ISIRs added to the EDExpress database on 2/22/1999 have been imported into the Pell database. The statistics box indicates that 5 records meet our criteria and 5 were added. Click **OK** to view the edit report.*

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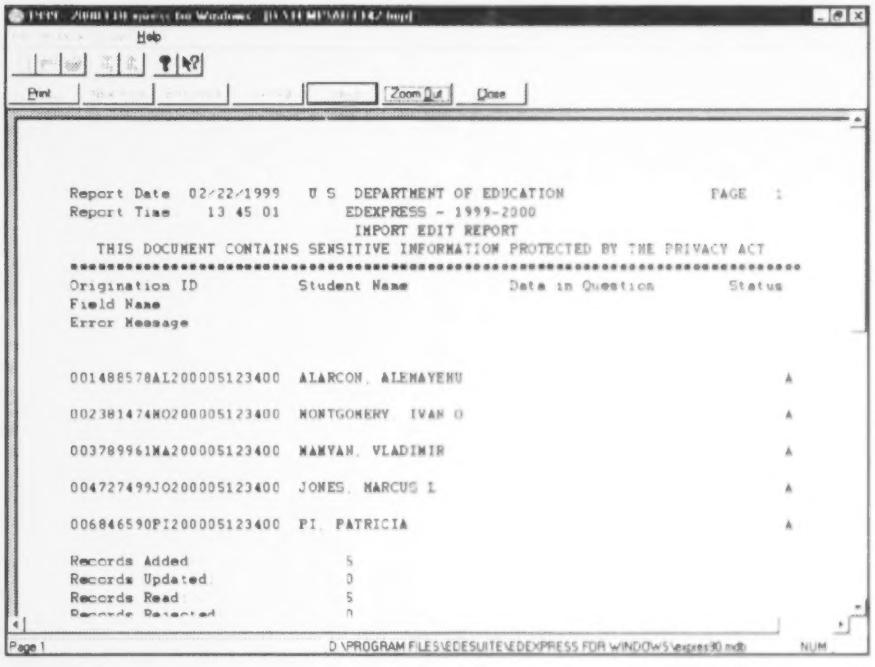

The Status column indicates which records were added and which were skipped.

Predefined Queries

Several predefined queries are provided with EDExpress for Pell functions. They include:

- Attended Campus Pell ID
- Batch Number
- C Code
- Current SSN
- Dependency Status
- EFC Range
- Institutional Cross Reference
- Last Name Range
- Original SSN
- Payment Methodology
- Payment Periods
- SSN Range
- Zip Code Range

Many of the queries used throughout the training materials were created for a specific purpose. You will find that you will need to create queries for your specific data needs, and some may be based on the predefined queries provided.

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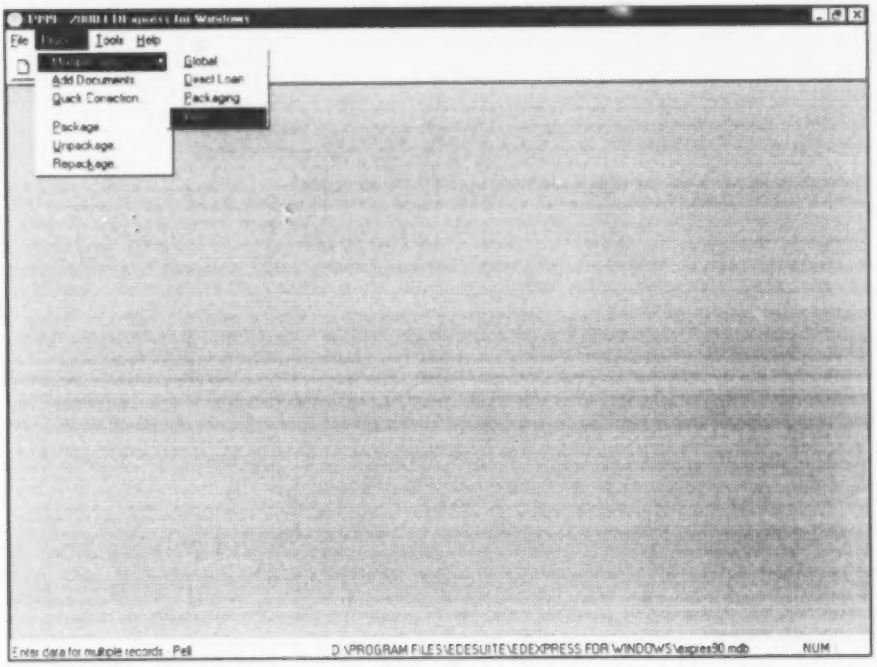
Multiple Entry

The Multiple Entry function can be used to add the same piece of information to many records at once. If you use the ISIR import function to add records without Pell award information, you will need to add the award amount and set the Origination status flag to "Ready to Export" so the record will be complete and ready to send to RFMS. For the records we just added using the ISIR import, we will use multiple entry and a query to update the award amount to $3,125 for students that have a zero EFC and were not selected for verification.



*Select **Process/Multiple Entry/Pell** from the main menu.*

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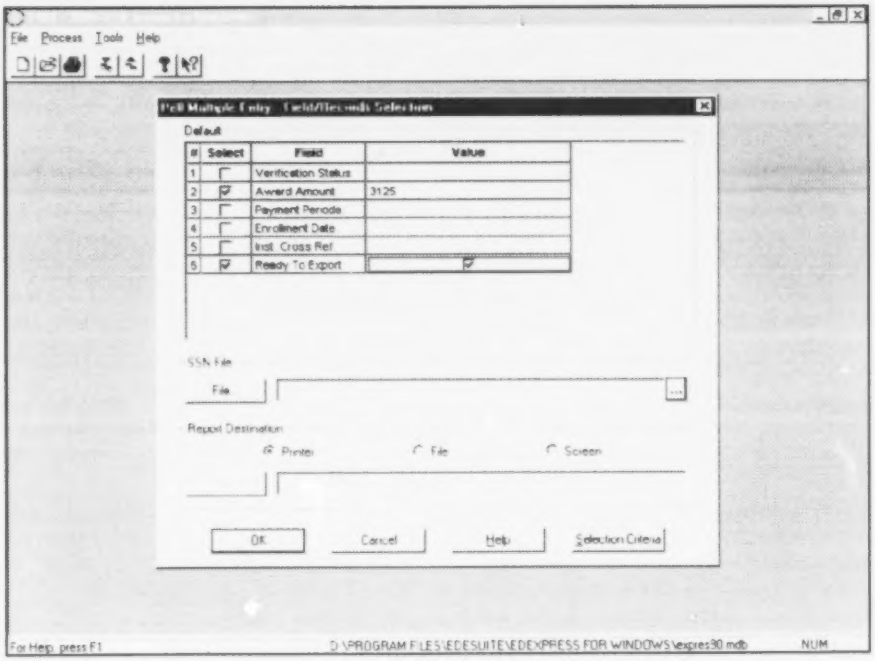
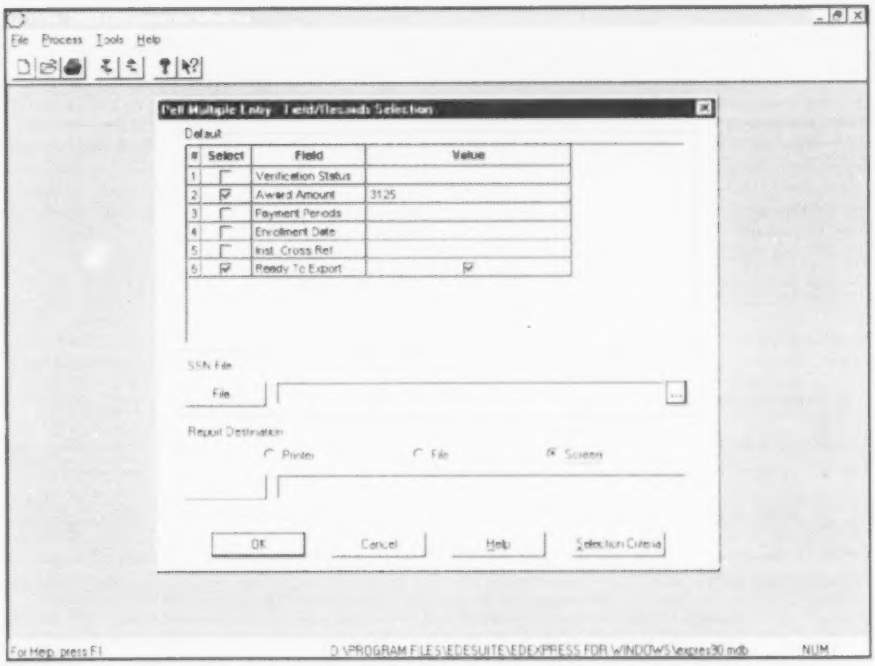


*Check the **Select** box for the fields you want to update. Then select the value for the field.*



*Click **Screen** to send the output to the screen.*

Since we are only working with records that have an EFC, we will use selection criteria to identify those records.

*Click the **Selection Criteria** button.*

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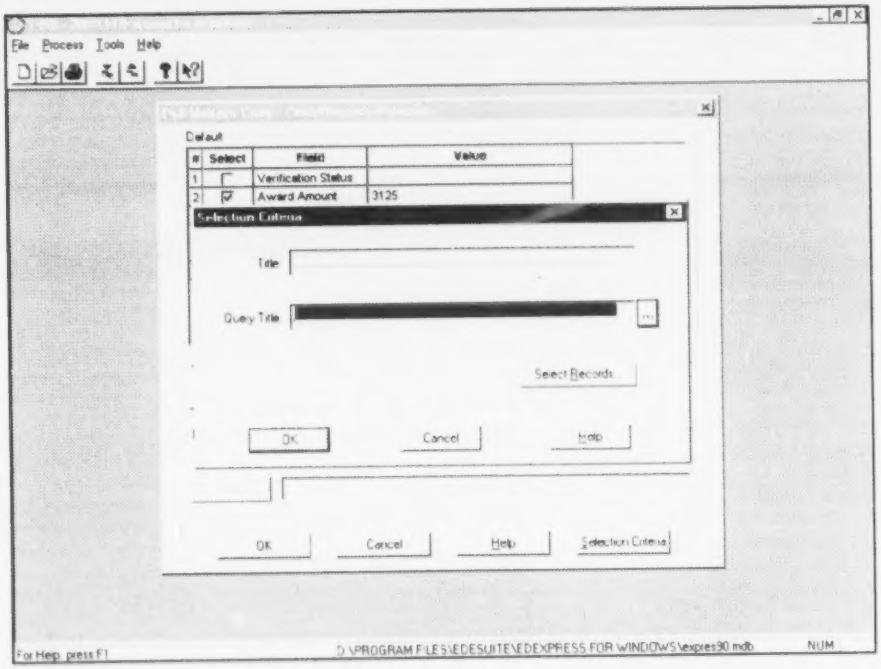
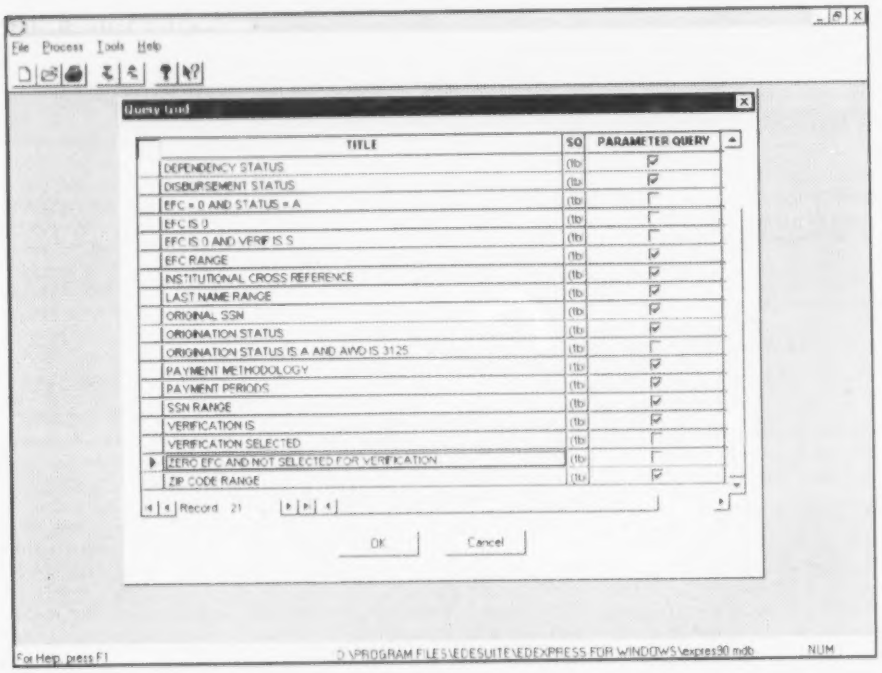
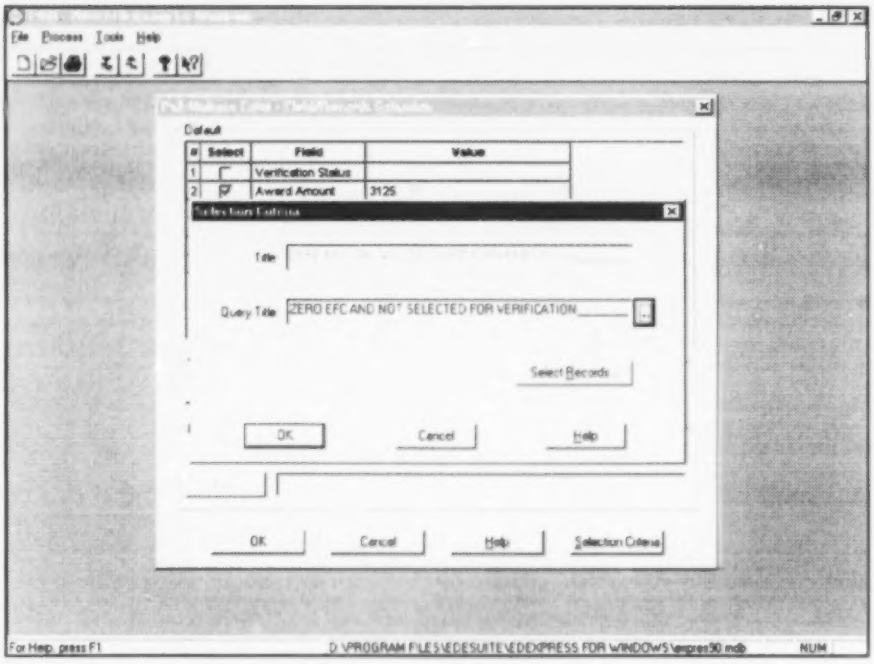


*Click the **Query Title ellipsis** button to display a list of queries.*

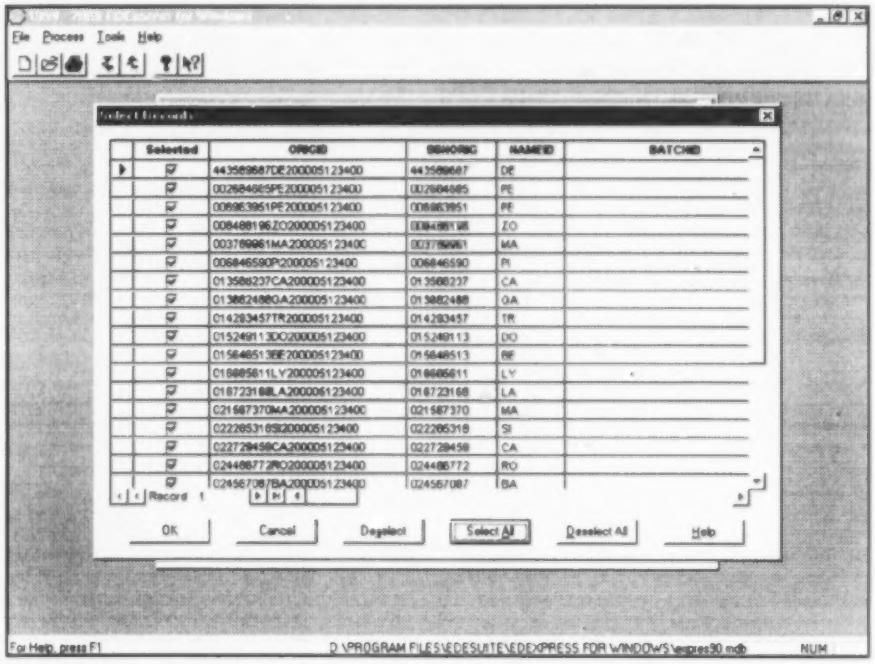


*Click **Zero EFC and Not Selected for Verification**. This query identifies all records not selected for verification. Click **OK** to continue.*

BEST COPY AVAILABLE



*Click the **Select Records** button to view the records not selected for verification.*



*Click the **Select All** button to update all the records.*

*Click **OK**.*

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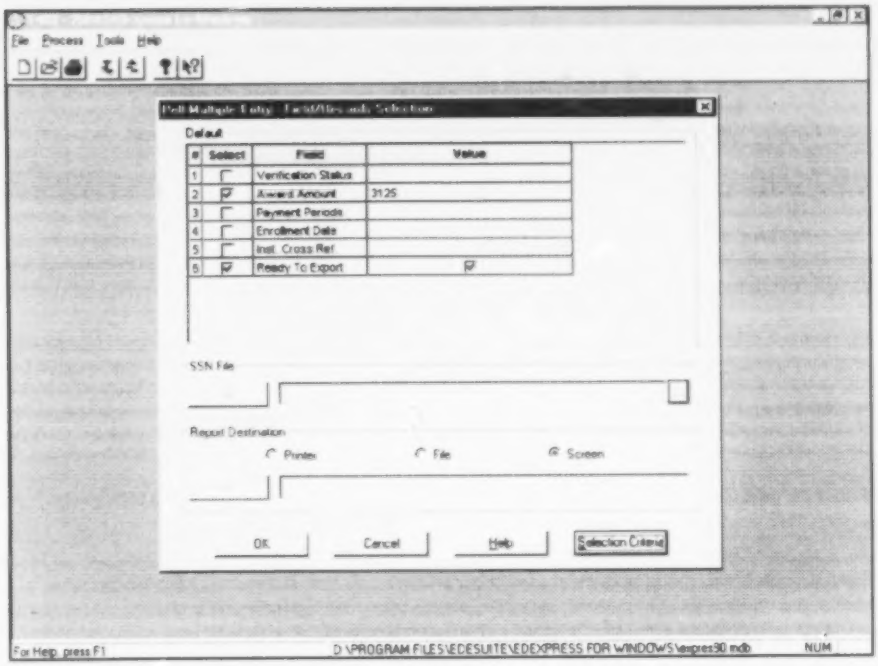
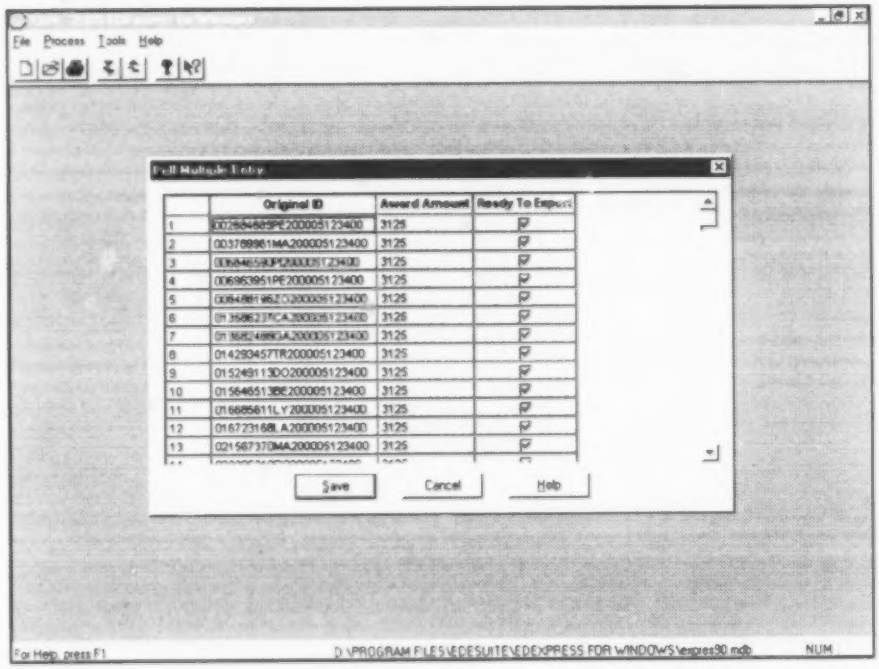


*Click **OK** to update the records.*



*Click **Save** to make the changes indicated.*

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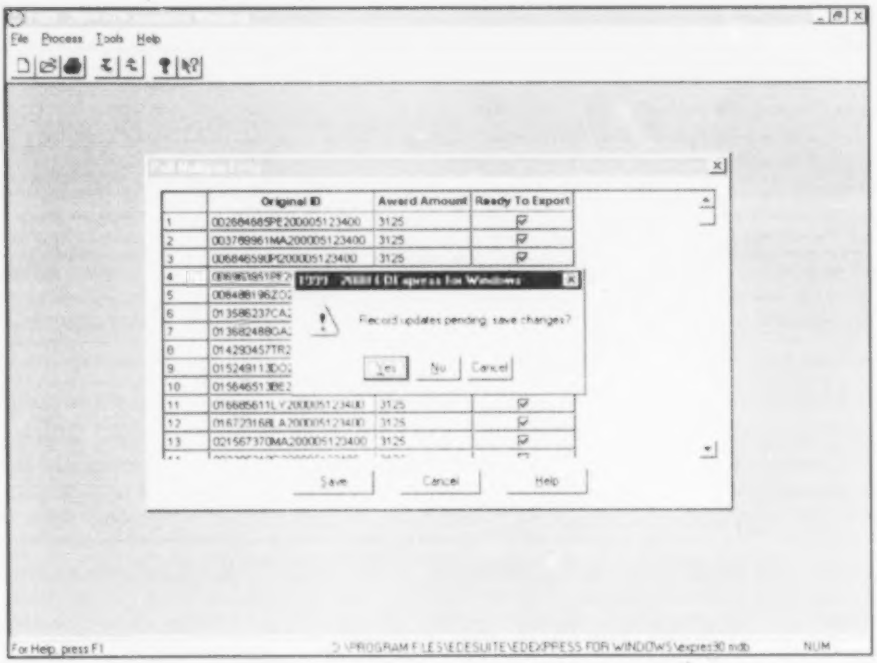
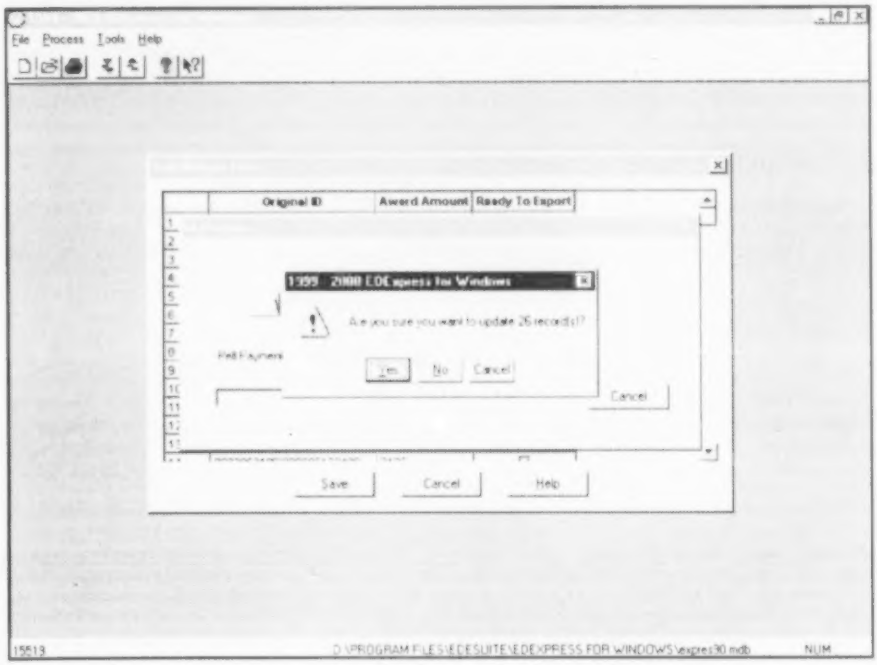


With Multiple Entry you are always provided a secondary confirmation box. Click **Yes**.



Click **Yes**.

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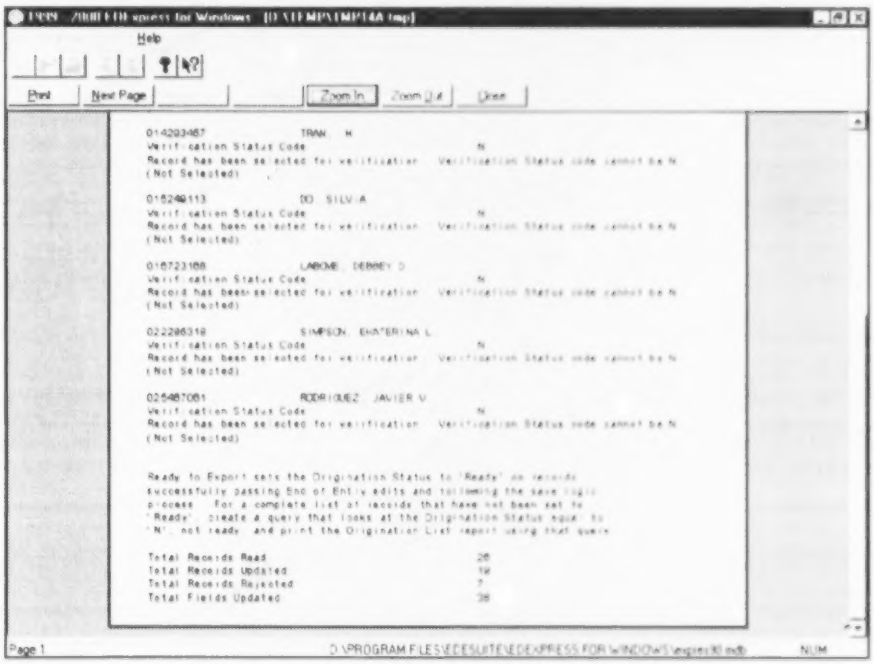
Multiple Entry Edit Report

Of the 26 records selected to update, 19 were updated and 7 were rejected. When a record cannot be updated, the ID and name appear on the edit report with a reject explanation. In the example here, the 7 records that were rejected did not have a verification status of N (not selected) and could not be updated. Always verify the records you are trying to update with multiple entry to ensure that the query you have selected is identifying the correct records.


Help
Print
Next Page
Zoom In
Zoom Out
Close
Ready to Export sets the Origination Status to 'Ready' on records
successfully passing End of Entry edits and following the save logic
process. For a complete list of records that have not been set to
'Ready', create a query that looks at the Origination Status equal to
'N', not ready, and print the Origination List report using that query.
Total Records Read 26
Total Records Updated 19
Total Records Rejected 7
Total Fields Updated 38
Page 1
NUM

*Click **Close** or **Print** for a hard copy when finished viewing.*

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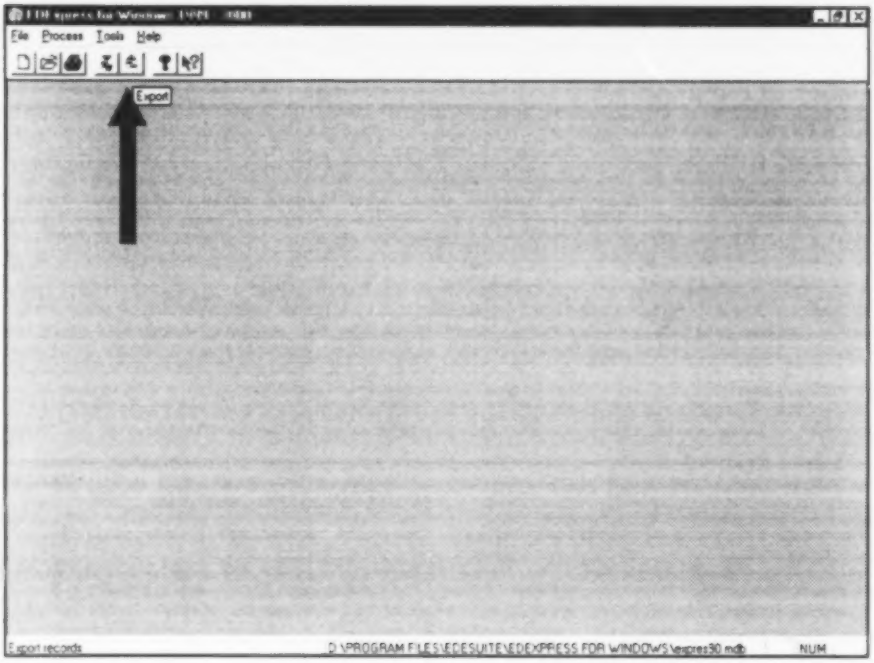
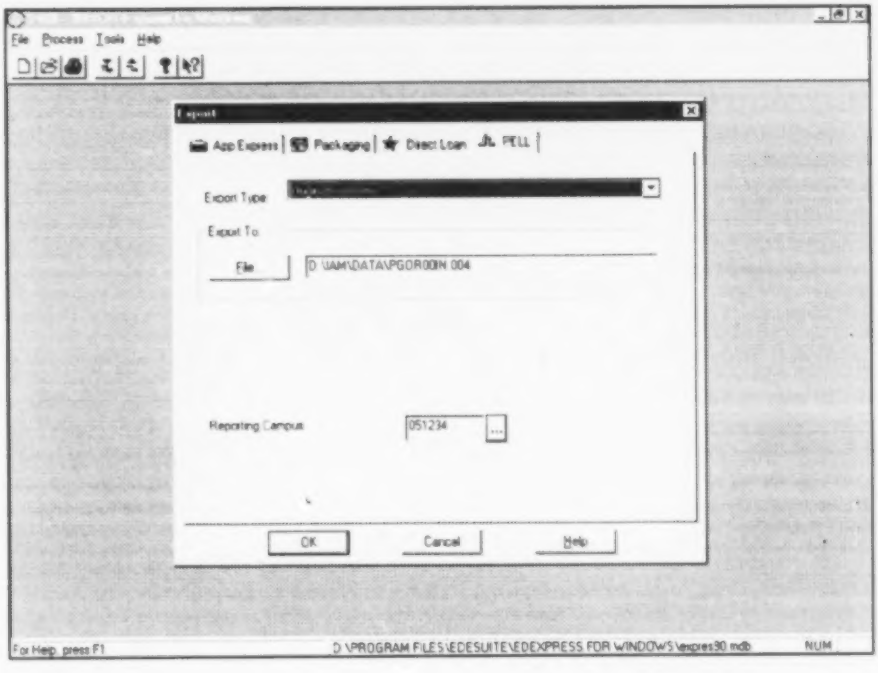
Export Origination Records

Records with an Origination Status of "Ready" can now be exported to RFMS.

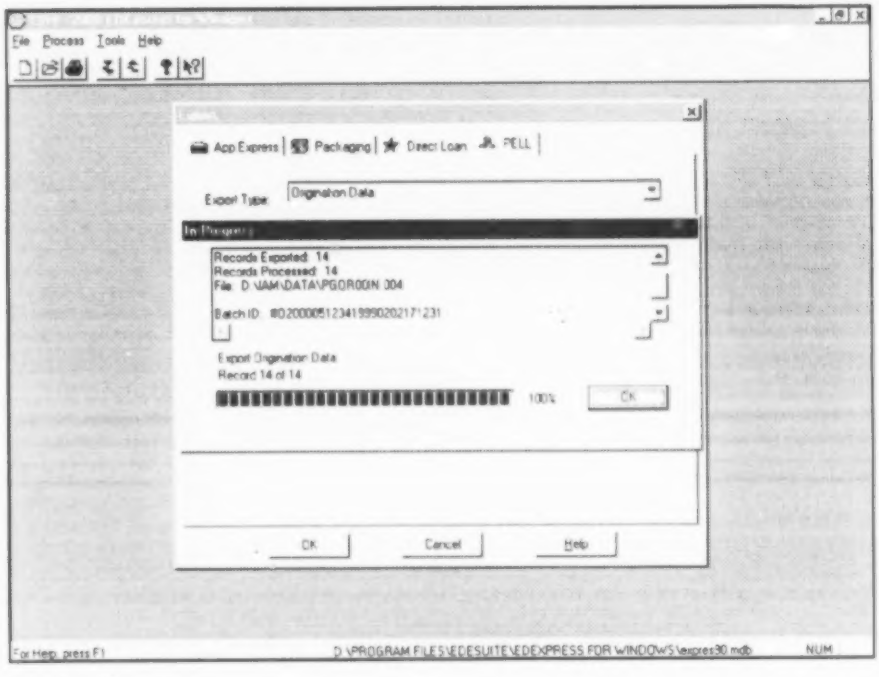


*Select **File/Export** or click the **Export** button in the tool bar.*



*Select **Origination Data** as the export type. Verify the file location and reporting campus.*

*Click **OK**.*



A file of all origination records on your database with a "Ready" origination status has been created. This file, which can now be transmitted to RFMS is called D:\IAM\DATA\PGOR00IN.004.

The statistics box indicates that 14 records were exported.

*Click **OK** to close.*

At this point you would use EDconnect to transmit the file to Title IV WAN.

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EDExpress will name the file according to its message class. Generally, when records are exported or imported, a record is created and stored in EDExpress' Batch Activity database.* This record identifies the type of batch* and provides certain information that will be useful in keeping track of exporting and importing activity.

A listing of all of the Federal Pell Grant message classes and batch types follows:

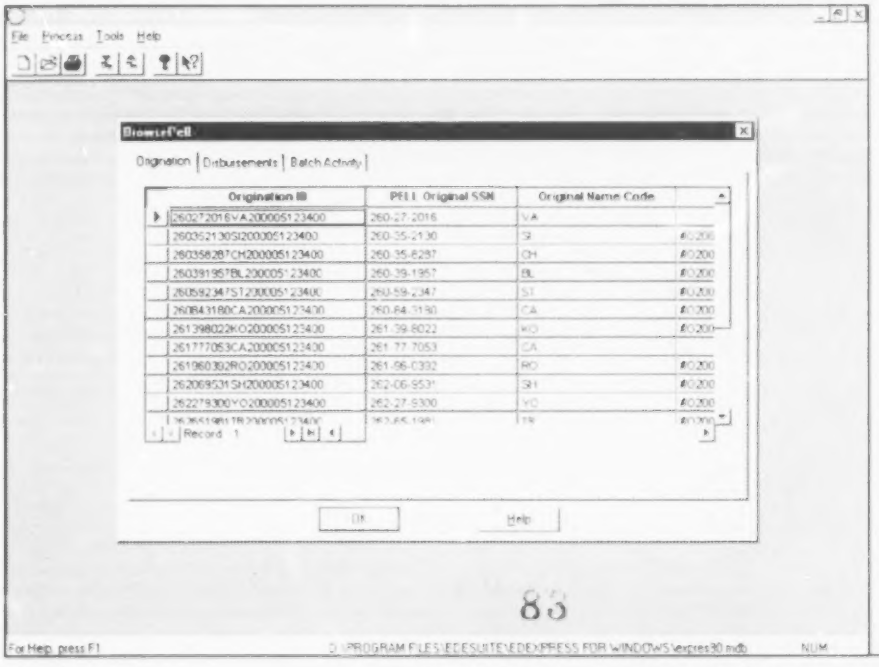
Pell Message Classes

Message Class	BatchType	Data Description
PGID00IN	I	Institution Data Record
PGIA00OP	I	Institution Data Acknowledgment Record
PGRQ00IN	R	Data Request Record
PGRA00OP	R	Data Request Acknowledgment Record
PGOR00IN	O	Origination Record
PGOA00OP	O	Origination Acknowledgment Record
PGDR00IN	D	Disbursement Record
PGDA00OP	D	Disbursement Acknowledgment Record
PGSP00IN	S	Special Disbursement Record
PGSD00OP	S	Special Disbursement Acknowledgment Record
PGAS00OP	A	Electronic Statement of Account Records
PGEO00OP		External Origination Add
PGED00OP		External Disbursement Add
PGMR00OP	M	Multiple Reporting Record
PGYR00OP	Y	Year to Date Origination/Disbursement Records
PGTX00OP		Department of Education Comments in ASCII Text Format

Batch Activity Browse

Use the Batch Activity Browse function to keep track of the batches you have exported or imported.

*Select **Tools/Browse/Pell** from the main menu.*



From here, you can view all origination and disbursement records. You can also view all exporting and importing activity to date.

*Click the **Batch Activity** tab.*

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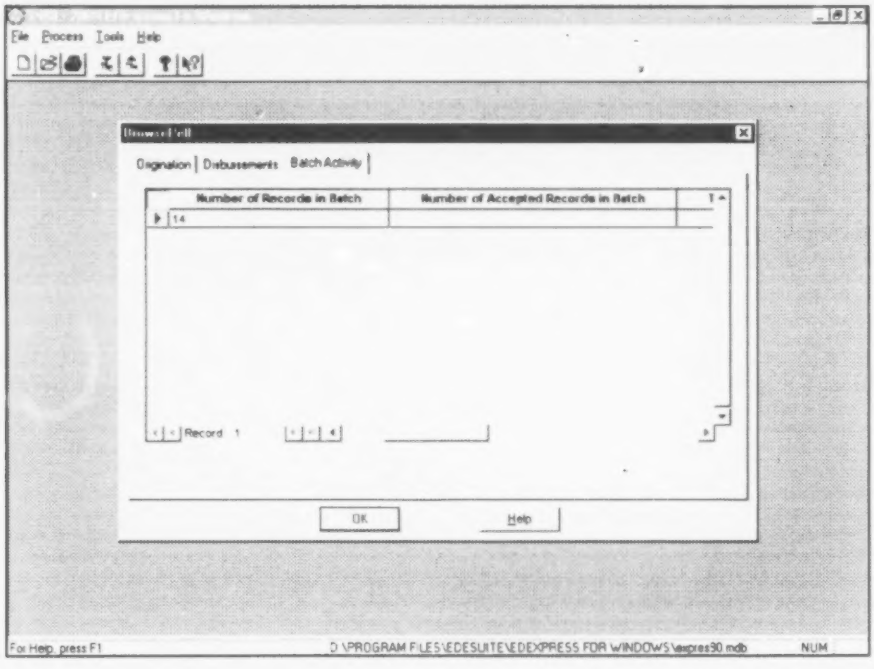
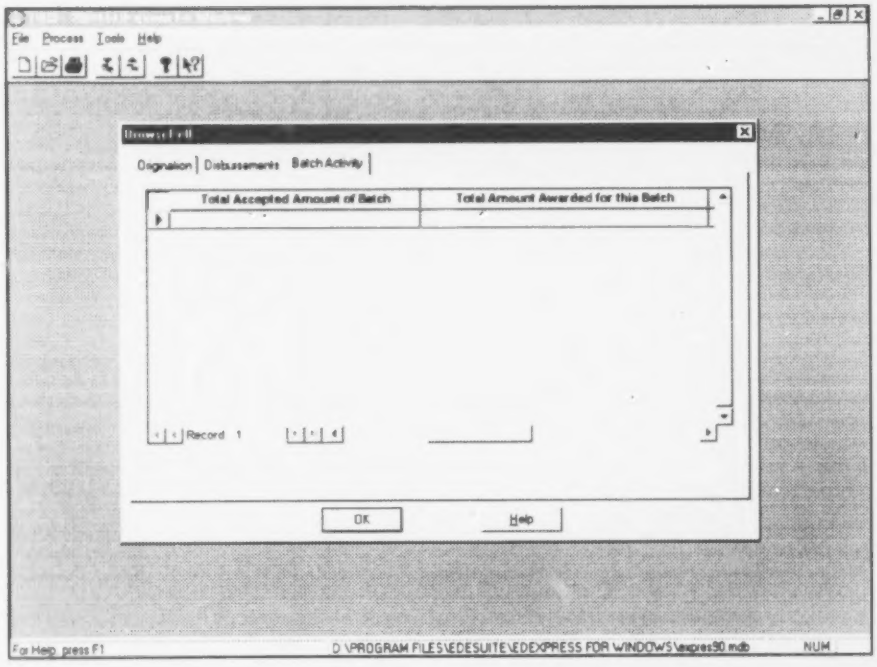


Each row represents a batch record. This screen shows that we have only exported one batch to date–the batch of 14 origination records. Use the horizontal scroll bar to view the other columns.

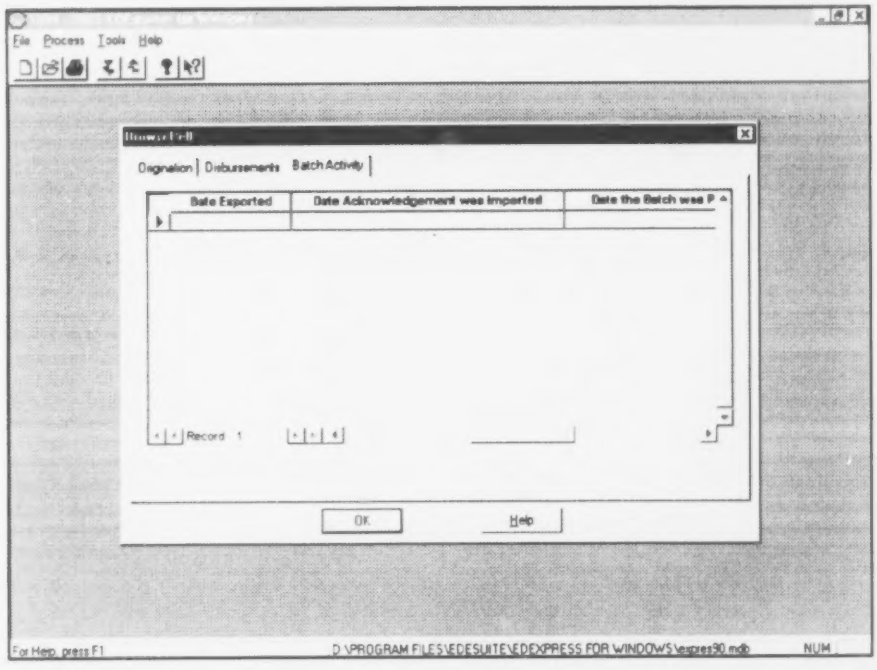
Batch ID

The Batch ID identifies the type of records, year, attended campus ID, date the batch was exported or imported (in YYYYMMDD format), and the time it was exported or imported (in HHMMSS format).

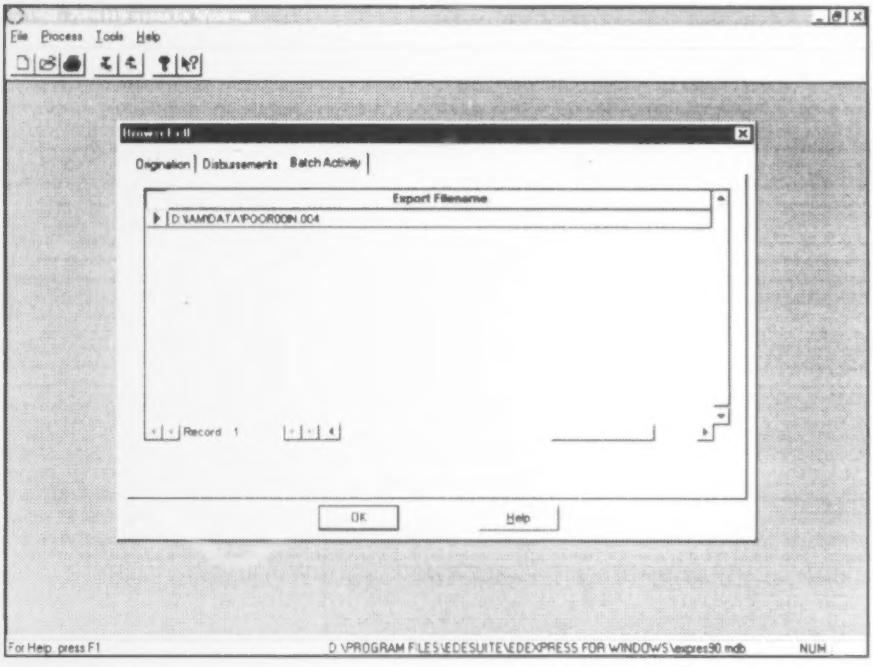
#0	2000	051234	19990709	160922
Type	Year	School code	Date	Time



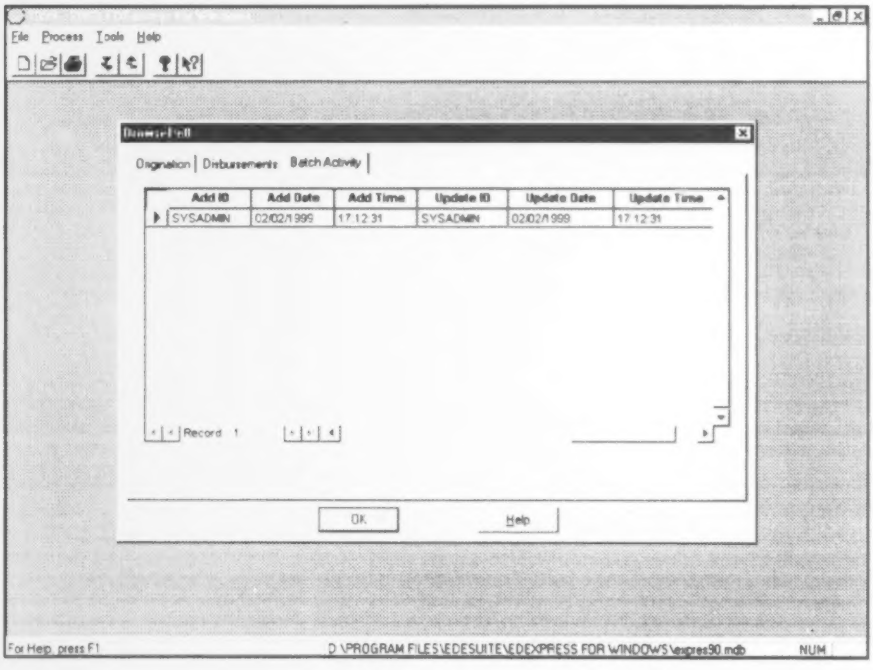
For imported files the number of accepted records display.



The total amount accepted and the total amount awarded are also displayed.



Other fields include the export date, acknowledgement import date, and processed date...



...and export filename.

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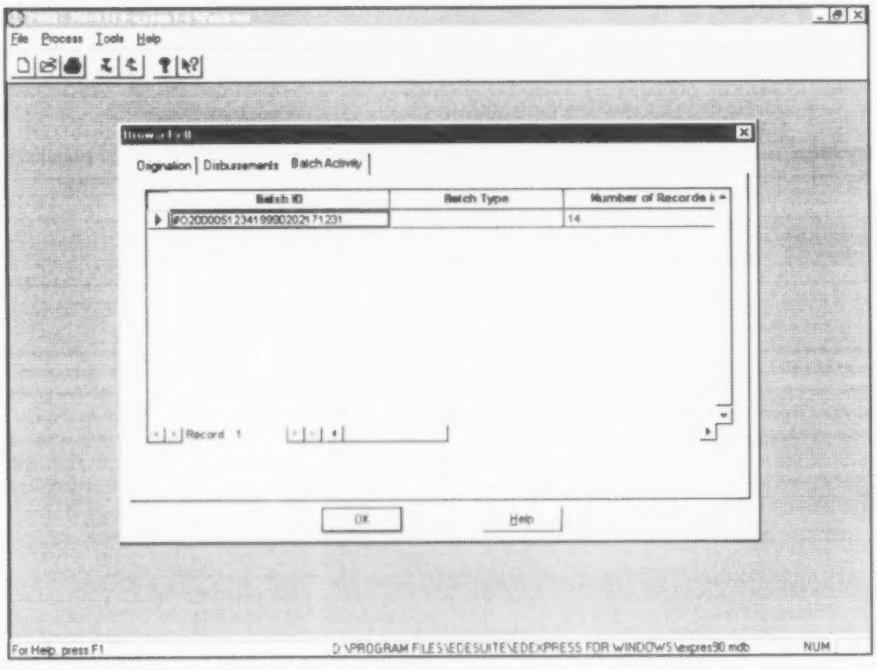

Also stored in the record is the user ID of the person who created the batch and when it was created.

*Click **OK** to close.*

Tip:

Copy the Batch ID for use in printing lists.

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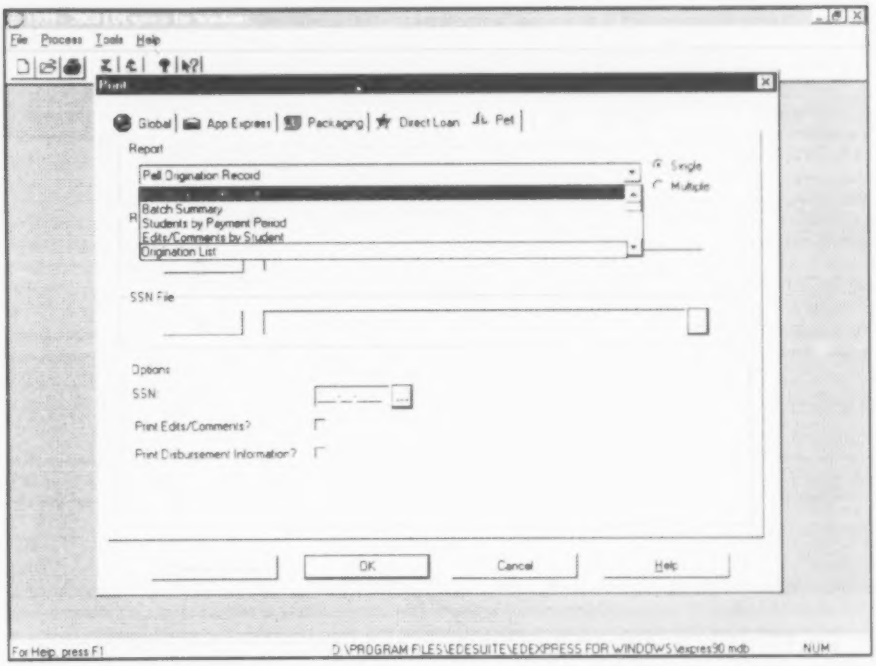
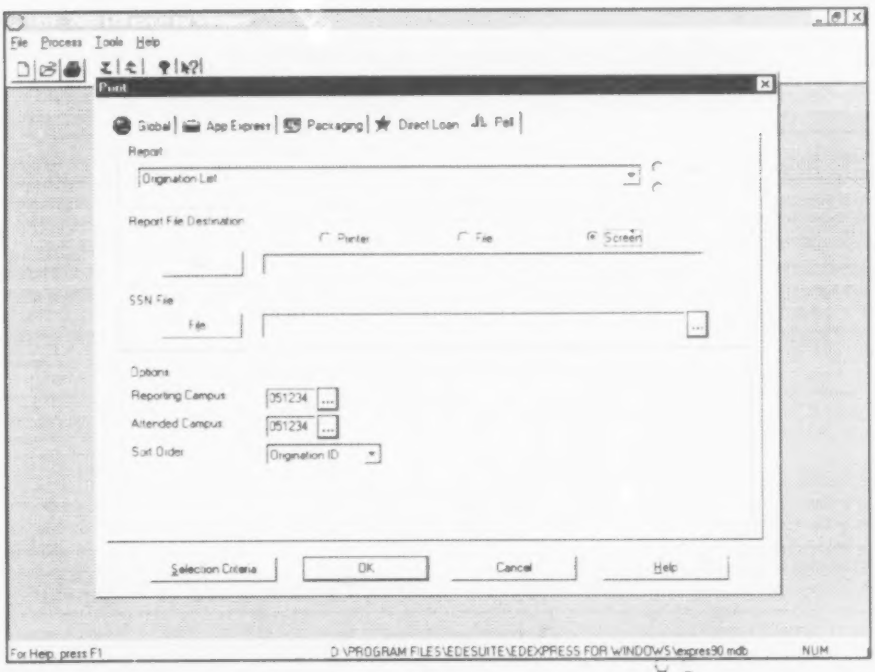
Print an Origination List



In the Report field, select ***Origination List****.*



Click ***Screen*** *as the report file destination. The origination list will be displayed on the screen. After viewing it, you can then print a hard copy.*

You can print a list of all the records in your database, or select specific records to print. In this example, we'll select a subset of records to print.

Click the ***Selection Criteria*** *button.*

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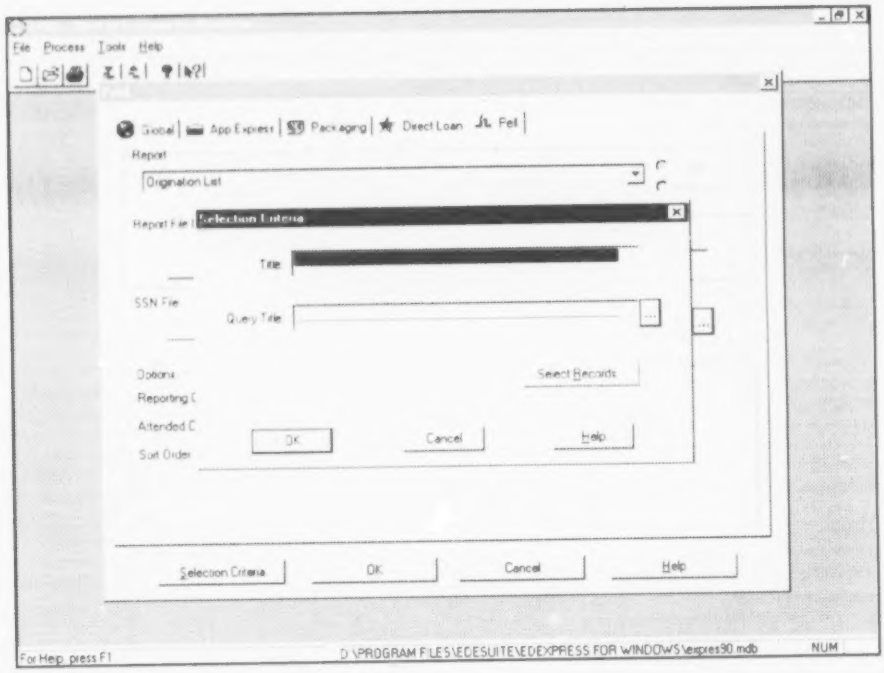
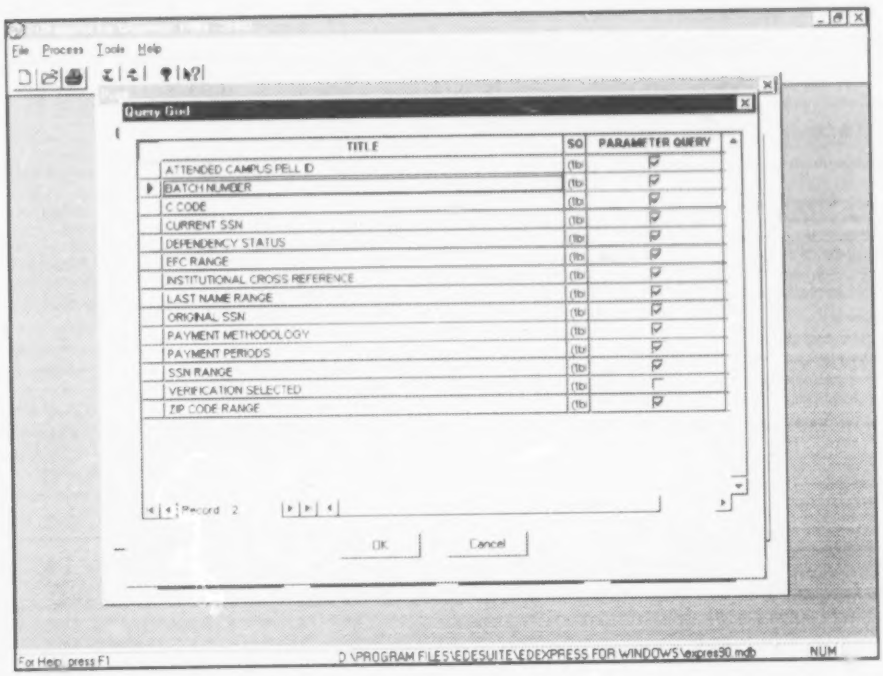


*Click the **ellipsis** button next to the Query Title field.*



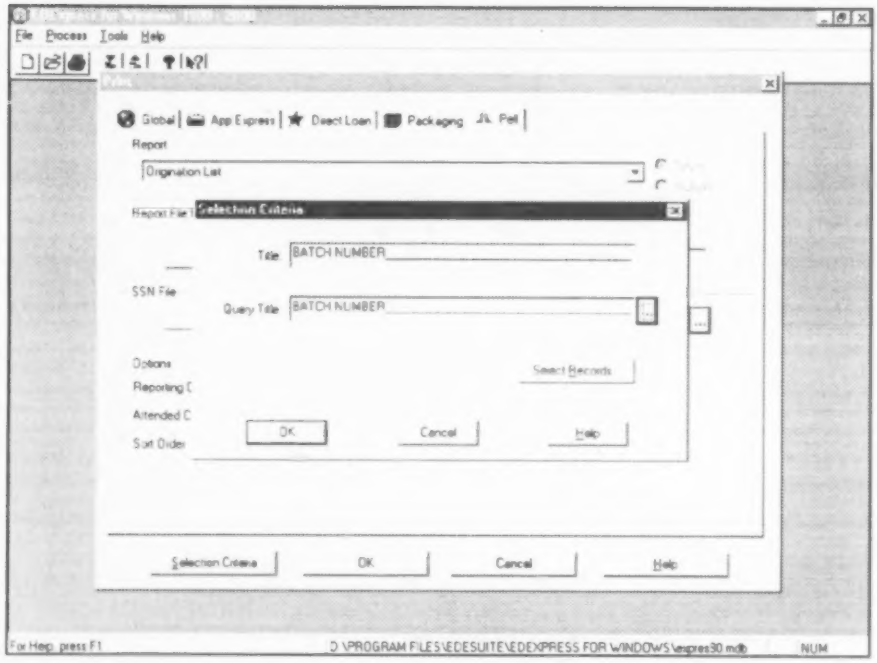
A list of all the defined queries is displayed.

*Click **Batch Number**.*

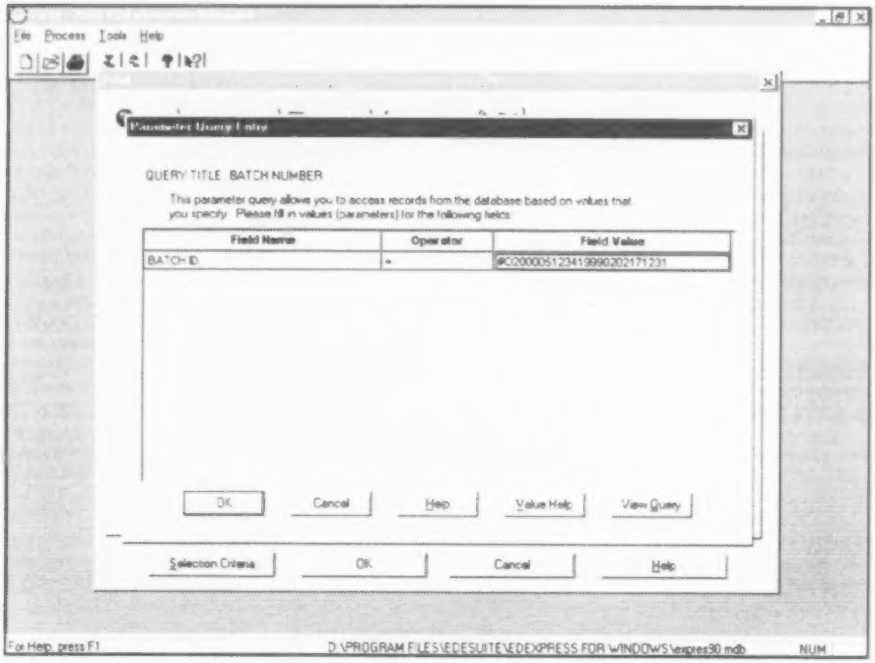
We would like to list all origination records in a selected batch to print.

*Click **OK**.*

BEST COPY AVAILABLE



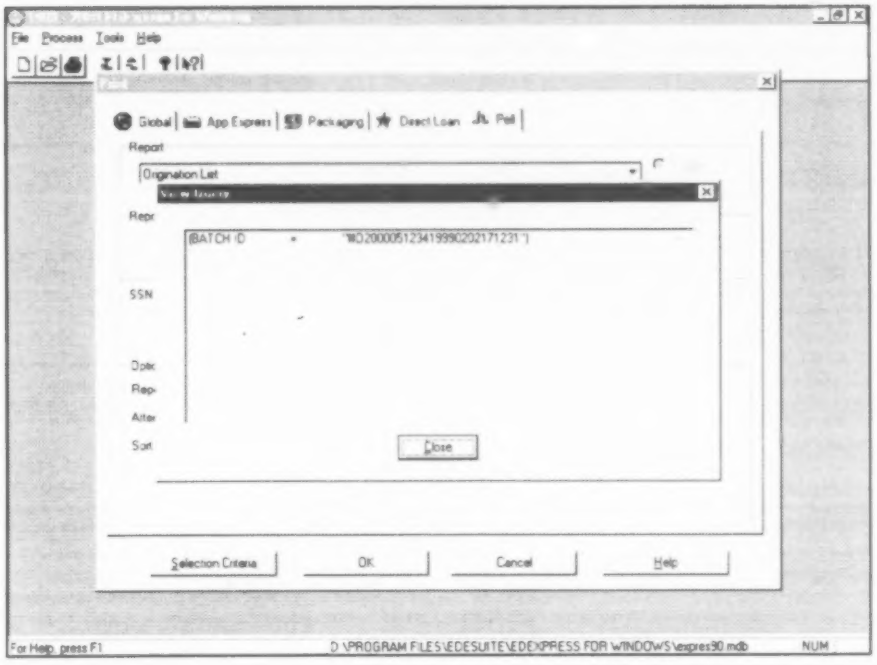
*Click **OK**.*



Type or paste the batch ID of the batch of records you would like to list.

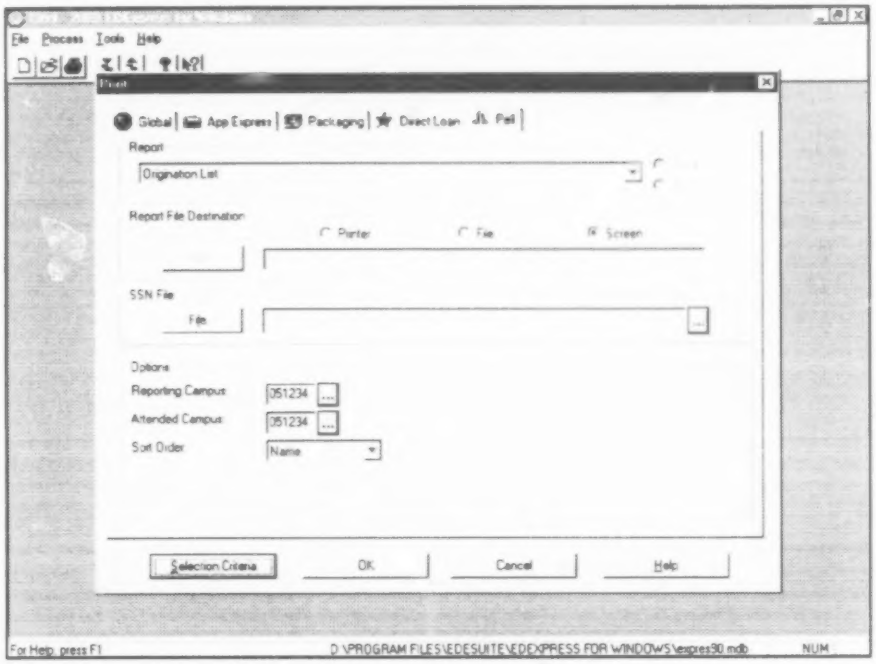
*Click **OK**.*

BEST COPY AVAILABLE



Your query has been defined.

*Click **Close**.*

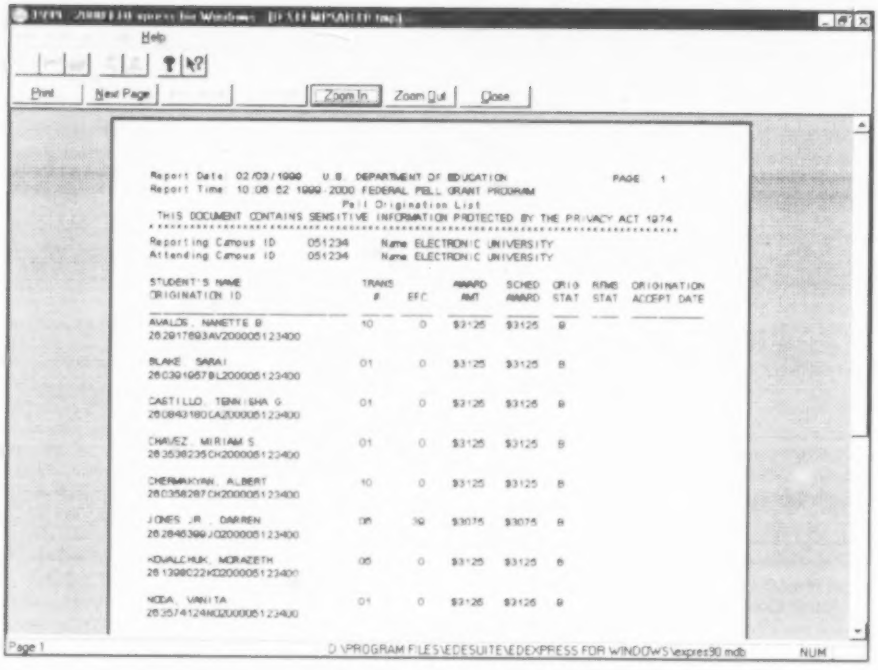


Note that you can specify a sort order for your list, either in origination ID or alphabetic by last name.

In this example, we indicate origination ID order.

*Click **OK**.*

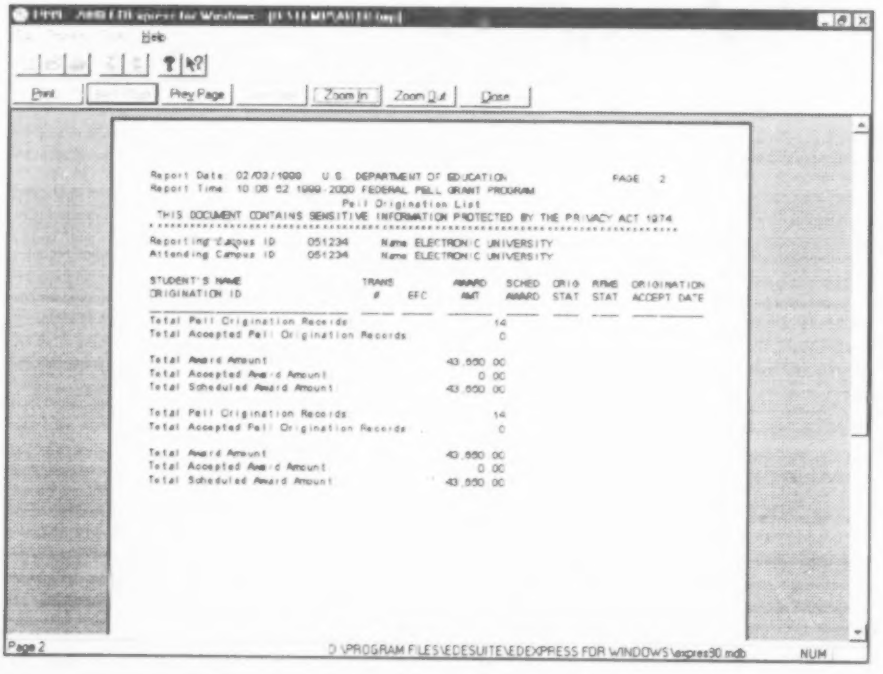
BEST COPY AVAILABLE


Help
Print
Next Page
Zoom In
Zoom Out
Close
Report Date: 02/03/1999 U.S. DEPARTMENT OF EDUCATION PAGE 1
Report Time: 10:08:52 1999-2000 FEDERAL PELL GRANT PROGRAM
Pell Origination List
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT 1974
Reporting Campus ID 051234 Name ELECTRONIC UNIVERSITY
Attending Campus ID 051234 Name ELECTRONIC UNIVERSITY
STUDENT'S NAME / ORIGINATION ID
TRANS # / EFC / AWARD AMT / SCHED AWARD / ORIG STAT / RFMS STAT / ORIGINATION ACCEPT DATE
AVALOS, NANETTE B 10 0 $3125 $3125 B
262917693AV2000051234 00
BLAKE, SARAI 01 0 $3125 $3125 B
262391957BL2000051234 00
CASTILLO, TRINISHA G 01 0 $3125 $3125 B
260843180LA2000051234 00
CHAVEZ, MIRIAM S 01 0 $3125 $3125 B
263536235CH2000051234 00
CHERMAKYAN, ALBERT 10 0 $3125 $3125 B
260358287CH2000051234 00
JONES JR, DARREN 06 59 $3075 $3075 B
262846399JO2000051234 00
KOVALCHUK, MORAZETH 05 0 $3125 $3125 B
261398022KO2000051234 00
NODA, VANITA 01 0 $3125 $3125 B
263574124NO2000051234 00
Page 1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb
NUM

All of the origination records in the selected batch are listed in origination ID order. Note the information provided for each student:

- *Student's full name*
- *Origination ID*
- *Transaction number*
- *EFC*
- *Award amount*
- *Scheduled award*
- *Origination status*
- *RFMS status*
- *Origination acceptance date*

*Drag the **scroll bar** down to view the rest of the report.*


Help
Print
Prev Page
Zoom In
Zoom Out
Close
Report Date: 02/03/1999 U.S. DEPARTMENT OF EDUCATION PAGE 2
Report Time: 10:08:52 1999-2000 FEDERAL PELL GRANT PROGRAM
Pell Origination List
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT 1974
Reporting Campus ID 051234 Name ELECTRONIC UNIVERSITY
Attending Campus ID 051234 Name ELECTRONIC UNIVERSITY
STUDENT'S NAME / ORIGINATION ID
TRANS # / EFC / AWARD AMT / SCHED AWARD / ORIG STAT / RFMS STAT / ORIGINATION ACCEPT DATE
Total Pell Origination Records 14
Total Accepted Pell Origination Records 0
Total Award Amount 43,550.00
Total Accepted Award Amount 0.00
Total Scheduled Award Amount 43,550.00
Total Pell Origination Records 14
Total Accepted Pell Origination Records 0
Total Award Amount 43,550.00
Total Accepted Award Amount 0.00
Total Scheduled Award Amount 43,550.00
Page 2
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb
NUM

Note that all of the records have an origination status code of "B," meaning they've been batched (exported) from EDExpress.

Also, no RFMS status code is displayed, meaning an acknowledgement from RFMS has not been received and imported.

Note the statistics about the list you created that are displayed at the bottom of the report.

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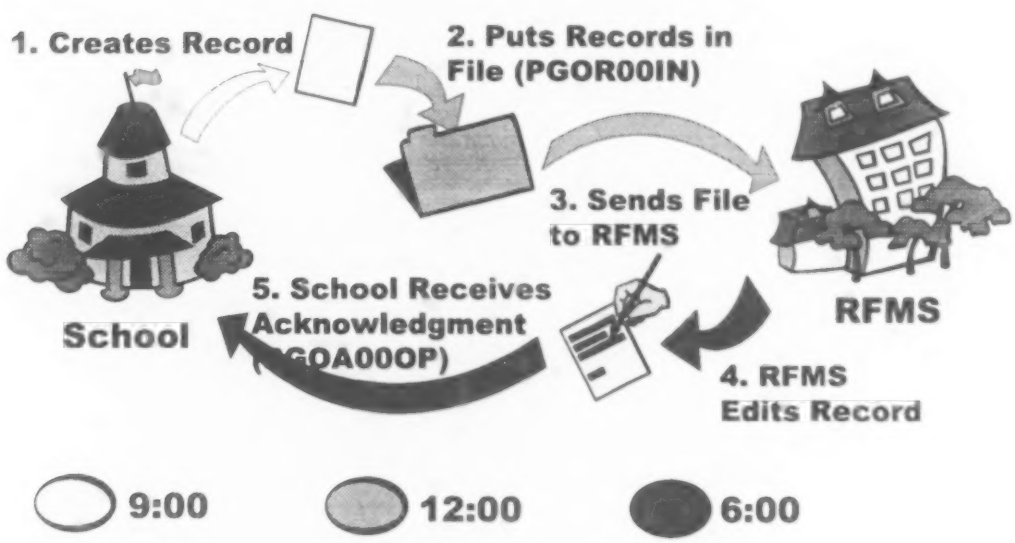
What Happens Next?

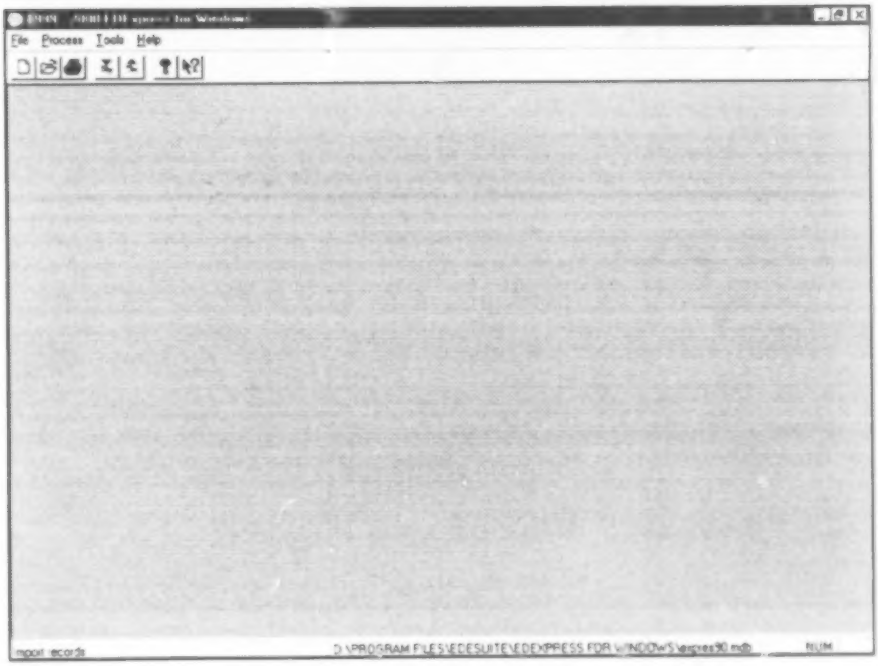
At this point you have created, updated and exported origination records. There are other steps that must take place before you can import the acknowledgement file and they are:

- You transmit the file to the RFMS mailbox on the Title IV WAN using EDconnect. (Step 3 below.)
- RFMS retrieves the file from the mailbox and processes the data. (Step 4.)
- RFMS sends the processed records (accepted, changed or rejected) to your network mailbox and you retrieve the file from the network using EDconnect. (Step 5.)
- You import the file into EDExpress.

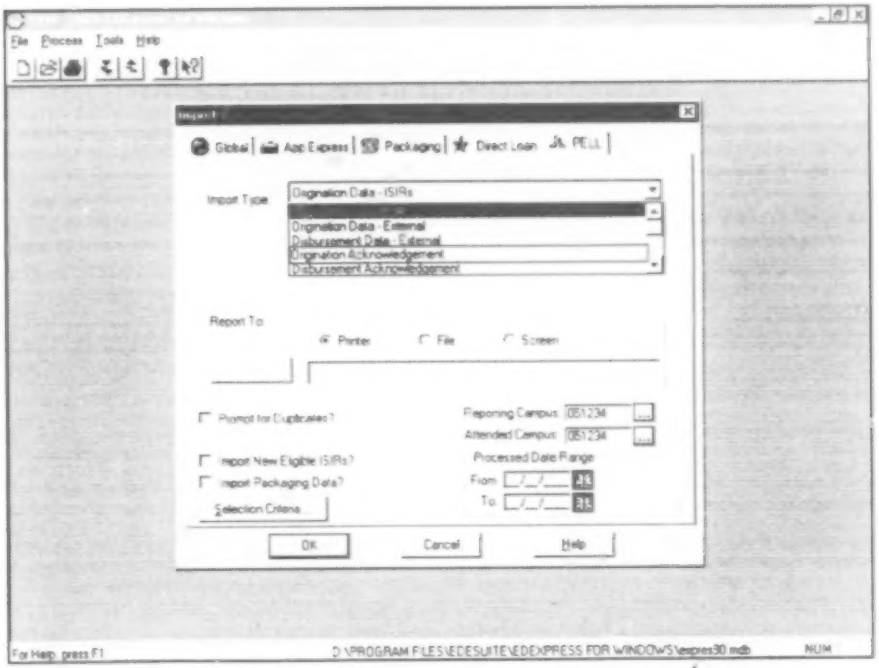
Origination Process



Import Origination Acknowledgements



Select **File/Import**.



Select the Import Type *Origination Acknowledgement*.

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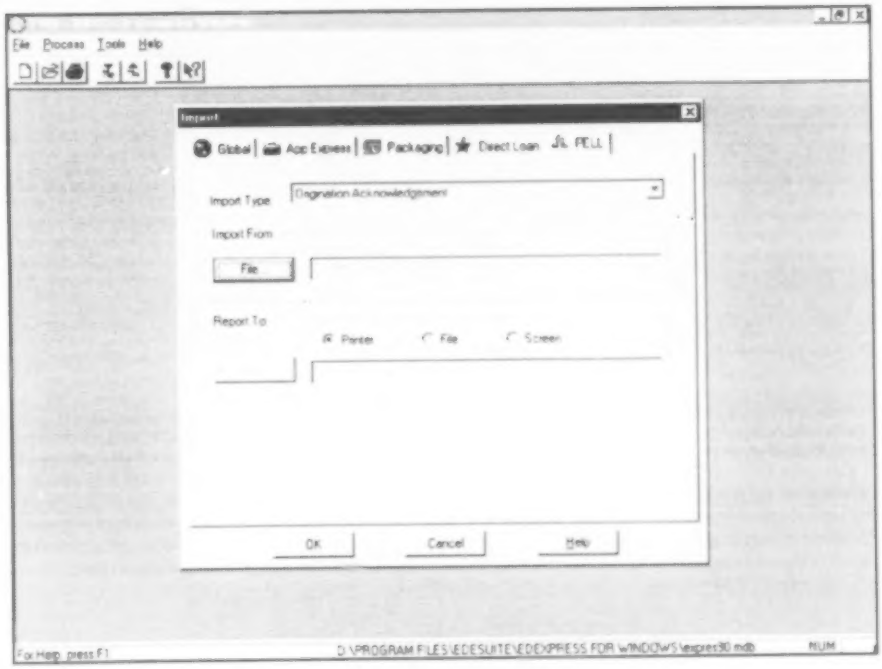
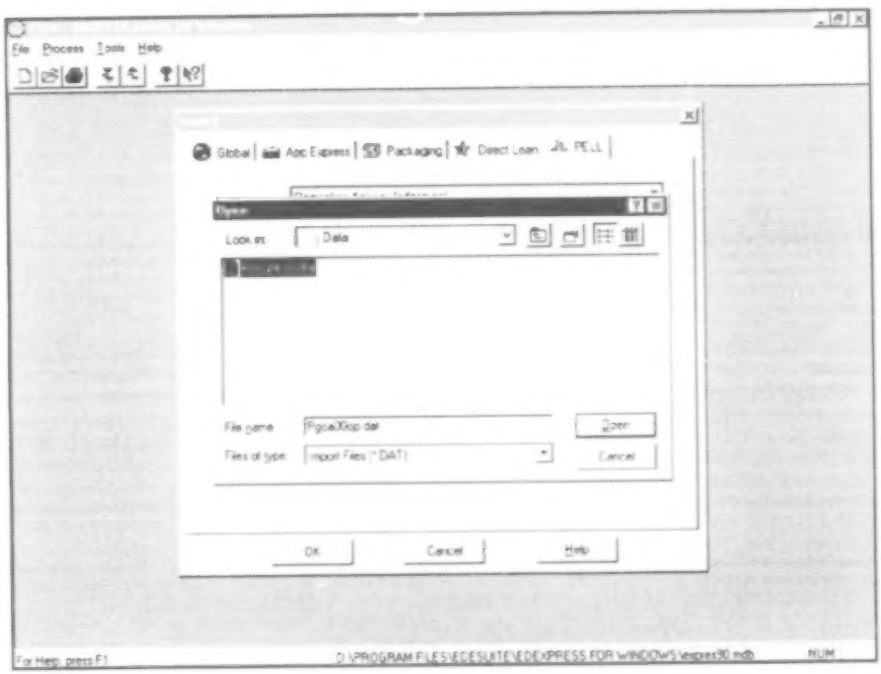


*Click the **File** button to locate the correct import file.*



*Select the described file and click **Open**.*

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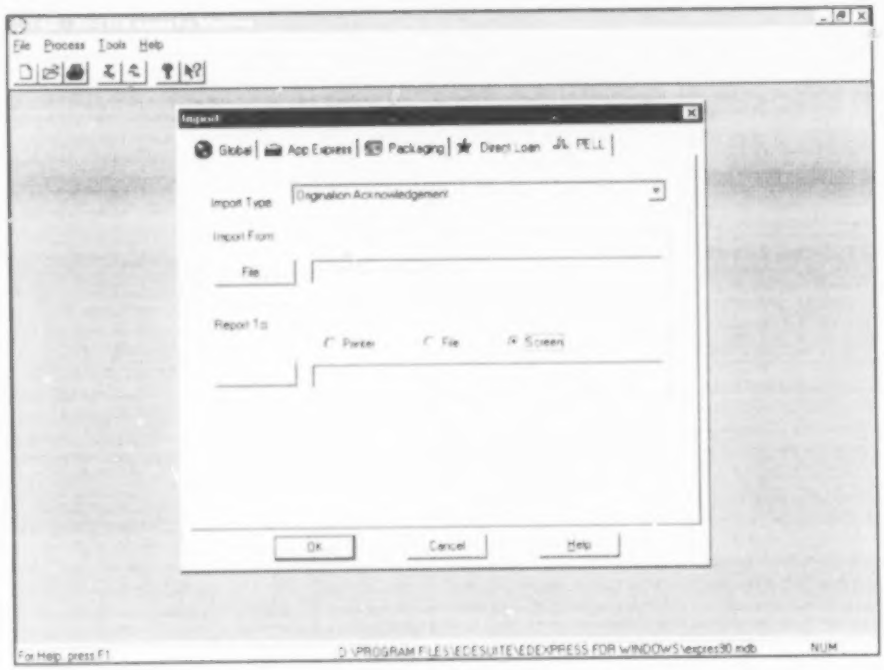
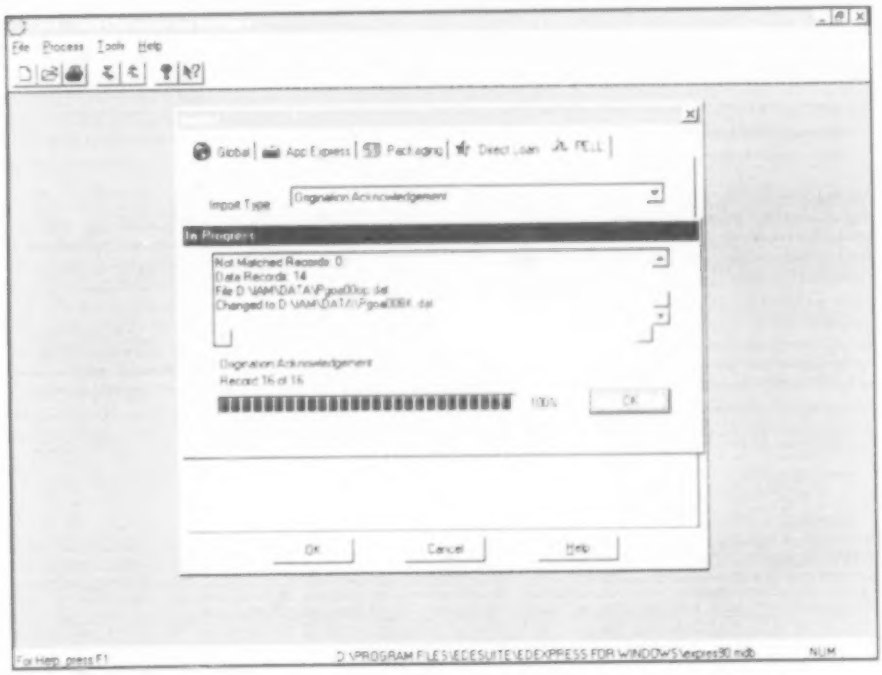


*Click **Screen** to send the edit report to the screen. Click **OK**.*



*The Import Statistics box indicates that 14 data records were added to the database. Click **OK** to close.*

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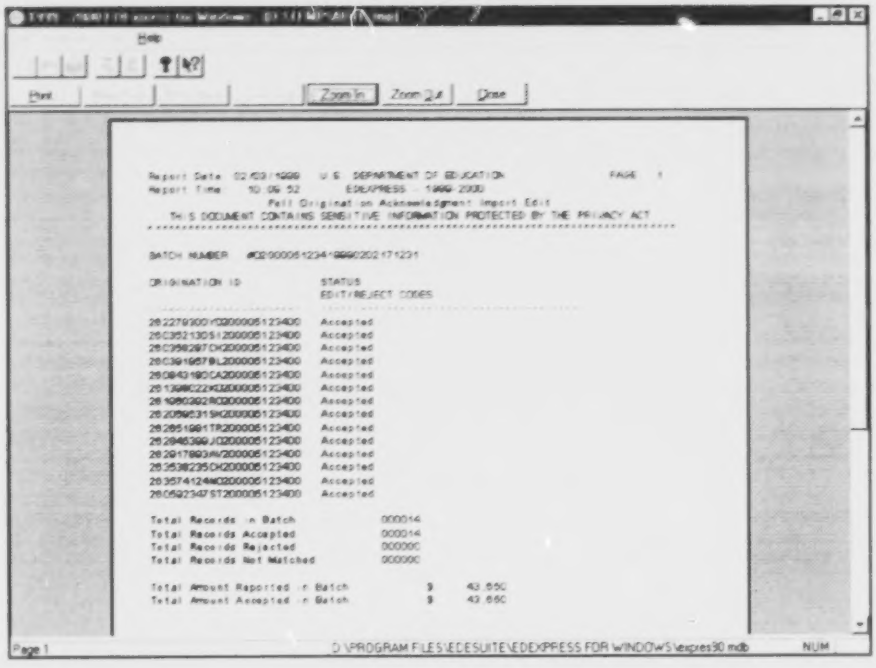

The Import Edit report shows that all records were accepted by RFMS.

Note:

In this example, all records were accepted. If a record is rejected or corrected, it will be displayed on this report with a code and a brief explanation.

Samples of some of the types of rejects and codes you may receive are provided below:

304 Invalid Attending Pell ID or Attending and Reporting/Funded campus mismatch
305 Invalid Award Amount/Correction Applied
306 Invalid Disbursement Date/Correction Applied
309 Invalid Verification Code/Correction Applied
311 Invalid Transaction Number
402 Origination ID does not match on RFMS
406 Disbursement Amount is not in range
410 Potential Concurrent Enrollment - Multiple Reporting Record sent separately
411 Potential Overaward Payment - Multiple Reporting Record sent separately
412 Negative Disbursement cannot be accepted without a previous positive Disbursement

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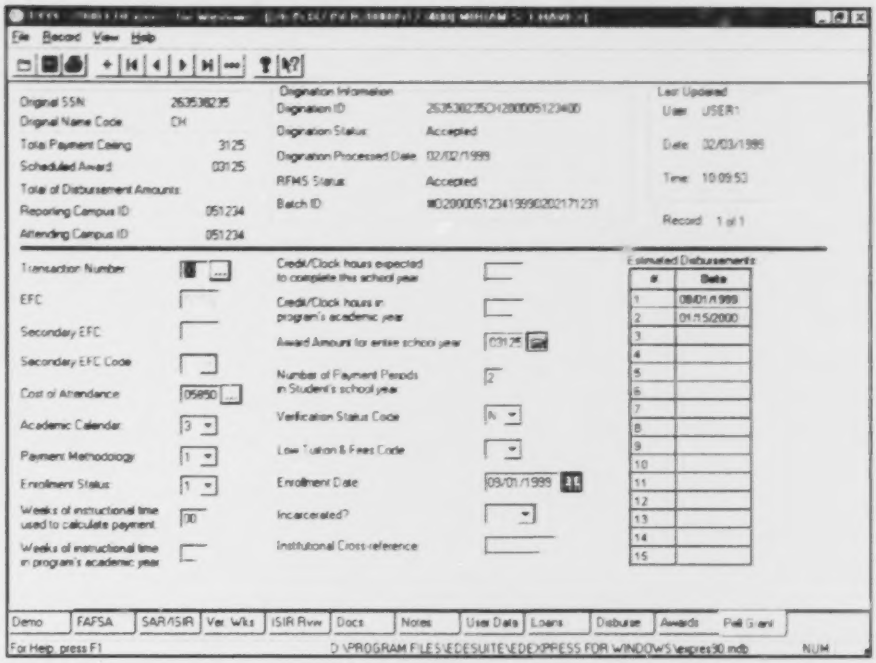
Review the Record


File Record View Help
Original SSN: 263538235
Original Name Code: CH
Total Payment Ceiling: 3125
Scheduled Award: 03125
Total of Disbursement Amounts:
Reporting Campus ID: 051234
Attending Campus ID: 051234
Origination Information
Origination ID: 263538235CH2000051234001
Origination Status: Accepted
Origination Processed Date: 02/02/1999
RFMS Status: Accepted
Batch ID: M020000512341999020217231
Last Updated
User: USER1
Date: 02/03/1999
Time: 10:09:53
Record: 1 of 1
Transaction Number
EFC
Secondary EFC
Secondary EFC Code
Cost of Attendance: 05850
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 1
Weeks of instructional time used to calculate payment: 30
Weeks of instructional time in program's academic year
Credit/Clock hours expected to complete this school year
Credit/Clock hours in program's academic year
Award Amount for entire school year: 03125
Number of Payment Periods in Student's school year: 2
Verification Status Code: N
Low Tuition & Fees Code
Enrollment Date: 09/01/1999
Incarcerated?
Institutional Cross-reference
Estimated Disbursements
| Date
1 | 09/01/1999
2 | 01/15/2000
Demo | FAFSA | SAR/ISIR | Ver. Wks | ISIR Rvw | Docs | Notes | User Data | Loans | Disburse | Awards | Pell Grant
For Help, press F1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres30.mdb
NUM

After exporting or importing origination records, you may want to go back and review individual records.

Here is Miriam Chavez's record, one of the origination records in the batch of 14 that was exported. It was also included in the import batch. So the origination and RFMS status are both set to Accepted.

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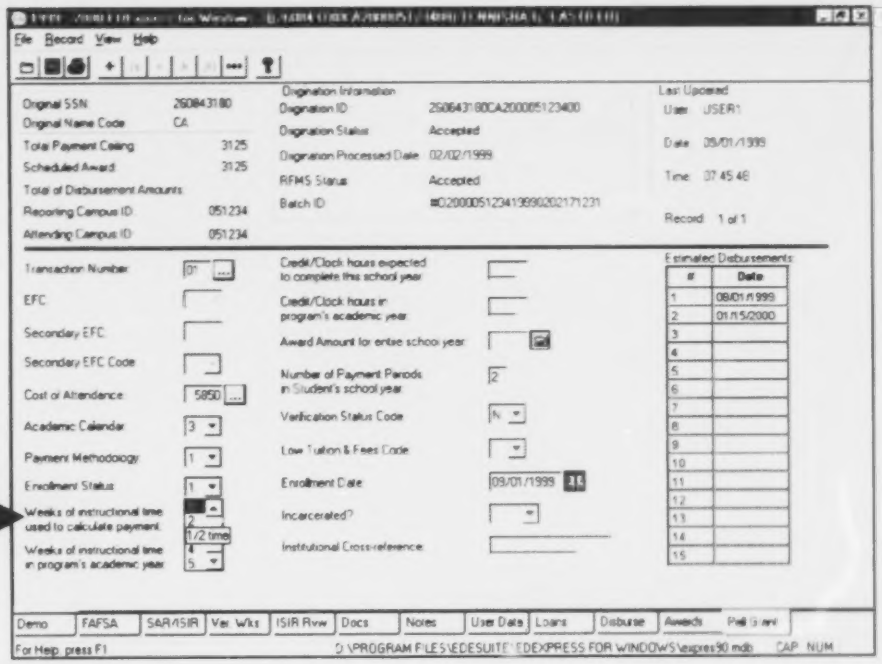
Creating Changes

If you need to modify the origination record, changes may be made at any time. In this example, we have learned that the student will be enrolled half-time. We need to change her enrollment status and award amount to reflect this change.



*This record for Tennisha Castillo is open to the Pell tab. Select a new value of **3** for a half-time enrollment status.*

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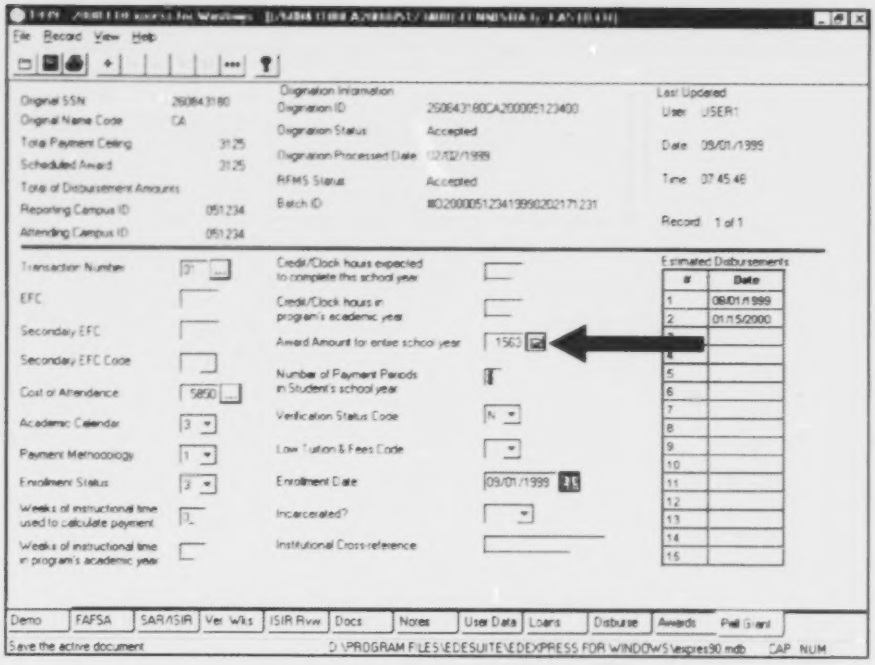
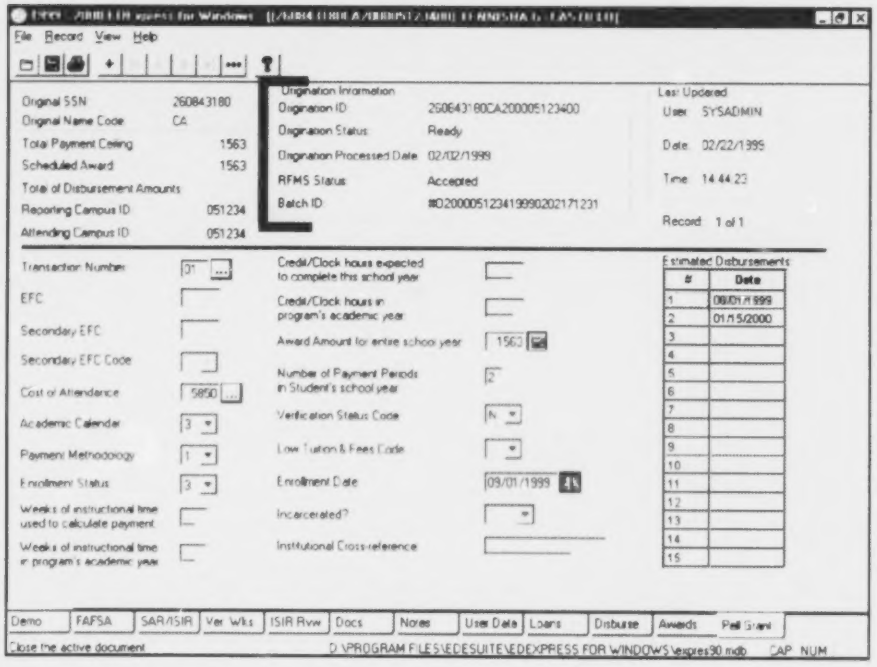


Type the new award amount of $1563 and save the record.



The origination status has been updated to Ready.

This record will be included in the next origination export batch.

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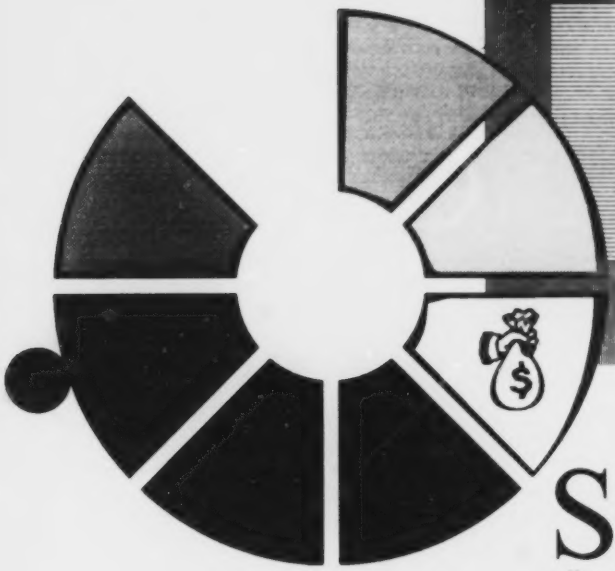
Session 3



Disbursement

Schools are required to send a disbursement record to the RFMS for each Federal Pell Grant disbursement. The disbursement record reports the disbursement amount and date, and is used to adjust the school's authorization level. This session describes the disbursement record process and how to use EDExpress to create and submit disbursement records.

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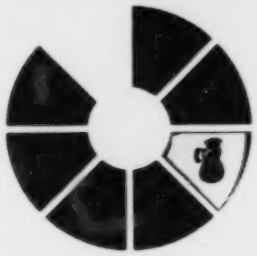
Objectives

1. Understand the process for creating and sending disbursement records.
2. Know what data are included on the disbursement record.
3. Learn how RFMS edits the records.
4. Understand what happens when multiple schools report disbursement records.
5. Learn about the special disbursement record.
6. Learn how to use EDExpress to process disbursement records.

Session 3 - Disbursement



3-1

Session 3 Objectives

During this session, you will learn:

- Why you need to send disbursement records
- The disbursement record process
- What data are needed on the disbursement record
- How the disbursement record is edited
- What happens when multiple schools report for the same student
- Why you might need to send special disbursement records
- How to create disbursement records using EDExpress

3-2

What are Disbursement Records?

- Report each actual Federal Pell Grant disbursement to a student
- Adjust your school's authorization level

3-3

When Do You Send Disbursement Records?

- Up to 30 days before actual disbursement
- After origination record accepted (First disbursement record can be sent in same transmission as origination record)
- Beginning July, 1999

3-4

Disbursement Process

3-5

What Does RFMS Send to You?

- Acknowledgement
  - A (Accepted)
  - C (Corrected)
  - E (Rejected)
- Multiple Reporting Record (MRR)
  - Students for whom more than one school submitted disbursement records

3-6

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What Does the Disbursement Record Include?

- Origination ID
- Disbursement Reference Number
- Disbursement Date
- Disbursement Amount
- Debit/Credit Flag

3-7

Reported Disbursement Amount ≠ Actual Disbursement

Send new disbursement record with

Positive (+) or Negative (-)

disbursement amount reflecting difference

3-8

Disbursement Record Edits

- Accepted origination record at RFMS
- No duplicate records at RFMS
- Disbursement date
  - ♦ After 10 days before enrollment date
  - ♦ Within 30 days of current date
  - ♦ On or before Sept 30, 2000
- Disbursement amounts
  - ♦ First one not negative
  - ♦ Sum less than annual award amount

3-9

Transfer Students

RFMS checks disbursement records for:

- Concurrent Enrollment (within 30 days)
- Overpayment

3-10

Multiple Reporting Record (MRR)

- Automatically generated for:
  - Concurrent enrollment
  - Potential Over Payment Project (POP)
- Identifies:
  - Student
  - Other School

3-11

MRR Record Types

CE = Concurrent Enrollment
PR = Blocker Institution
PB = Blocked Institution
PU = Unblocked Institution
BC = Blocked Institution and Concurrent Enrollment
RC = Blocker Institution and Concurrent Enrollment

3-12

Special Disbursement Record

- Required for schools in Reimbursement or Cash Monitoring
- Contains more payment period specific data

3-13

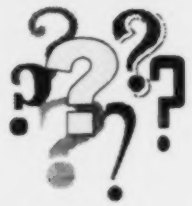
Special Disbursement Record (cont.)

For each payment period:

- Number of payment period
- Start and end dates
- Total payment period payment
- Enrollment status
- Cost of attendance
- Weeks/Hours attended
- Payment methodology

3-14

Questions & Answers



3-15

Example #1: Student Drops Out of School

Send in another disbursement record with a negative disbursement amount to debit the student's Federal Pell Grant account.

Month	Day	School Activity
May, 1999	15	1. Sends origination record • Award amount = $800 • Enrollment date = 09/15/99 2. Receives acknowledgement • Status = A (accepted)
August	25	3. Sends disbursement record • Disbursement amount = $400 • Debit/Credit Flag = P (positive) • Disbursement date = 09/15/99 4. Receives acknowledgement • Status = A (accepted)
September	9	*Receives notification that student will not enroll.*
	10	5. Sends disbursement record • Disbursement amount = $400 • Debit/Credit Flag = N (negative) 6. Receives acknowledgement • Status = A (accepted)

Example #2: Student Decides to Go Full-Time

Disbursement records will be edited to see whether the sum of reported disbursement amounts exceed the accepted annual award amount on the origination record.

Month	Day	School Activity
August 1999	15	*Student plans to enroll half-time for whole year* 1. Sends origination record • Award amount = $700 2. Receives acknowledgement • Status = A (accepted)
September	12	*Student enrolls half-time in fall term* 3. Sends disbursement record • Disbursement amount = $350 4. Receives acknowledgement • Status = A (accepted)
January 2000	14 15	*Student enrolls full-time in spring term* 5. Sends disbursement record • Disbursement amount = $700 6. Receives acknowledgement • Status = C (Corrected) • Disbursement amount: $350

Example #3: Student Transfers Mid-Year

When more than one school sends in disbursement records for the same student, RFMS checks for concurrent enrollment and overpayment.

Month	Day	School A Activity	School B Activity
August 1999	15	1. Sends origination record • Scheduled award = $3,000 • Enrollment date = 9/15/99 2. Receives acknowledgement • Status = A (accepted)	
September	9	3. Sends disbursement record • Disbursement amount=$1,000	
	11	4. Receives acknowledgement • Status = A (accepted) • Eligibility used=33%	
January 2000		*Student transfers to School B*	
	9		1. Sends origination record • Scheduled award = $2,800 • Enrollment date = 1/15/2000 2. Receives acknowledgement • Status = A (accepted)
	11		3. Sends disbursement record • Disbursement amount=$1,400 4. Receives acknowledgement • Status = A (accepted) • Eligibility used=83%

Example #4: Concurrent Enrollment

When two or more schools send in origination records with enrollment dates within 30 days of each other, a warning in the form of a Multiple Reporting Record is sent automatically to each school after the second school submits a disbursement record.

Month	Day	School A Activity	School B Activity
August 1999	15	1. Sends origination record • Enrollment date = 9/15/99 • Scheduled award = $3,00 2. Receives acknowledgement • Status = A (accepted)	
	17		1. Sends origination record • Enrollment date = 8/25/99 • Scheduled award = $2,400 2. Receives acknowledgement • Status = A (accepted)
	19		3. Sends disbursement record • Disbursement amount = $600 4. Receives acknowledgement • Status = A (accepted)
September	9	3. Sends disbursement record • Disbursement amount = $1,500 4. Receives acknowledgement • Status = A (accepted) • ED Use Flag = Concurrent Enrollment 5. Receives MRR • Record Type = CE	5. Receives MRR • Record Type = CE

Example #5: Potential Overpayment

The disbursement record is rejected if the disbursement amount, when compared with disbursement amounts for the student from all schools, leads to a potential overpayment. An MRR is automatically sent to all schools.

Month	Day	School A	School B
August, 1999	25	1. Sends origination record • Scheduled award = $3,000 • Enrollment date = 9/15/99 2. Receives acknowledgement • Status = A (accepted)	1. Sends origination record • Scheduled award = $3,000 • Enrollment date = 10/25/1999 2. Receives acknowledgement • Status = A (accepted)
September	10	3. Sends disbursement record • Disbursement amount = $1,500 4. Receives acknowledgement • Status = A (accepted) • Eligibility used=50%	
October	15		3. Sends disbursement record • Disbursement amount = $1,500 4. Receives acknowledgement • Status = A (accepted) • Eligibility used=100%
December	27	5. Sends disbursement record • Disbursement amount = $0 6. Receives acknowledgement • Status = C (corrected) • Accepted disbursement = $0 7. Receives MRR • Record Type = PB (blocked)	5. Receives MRR • Record Type = PR (blocker)

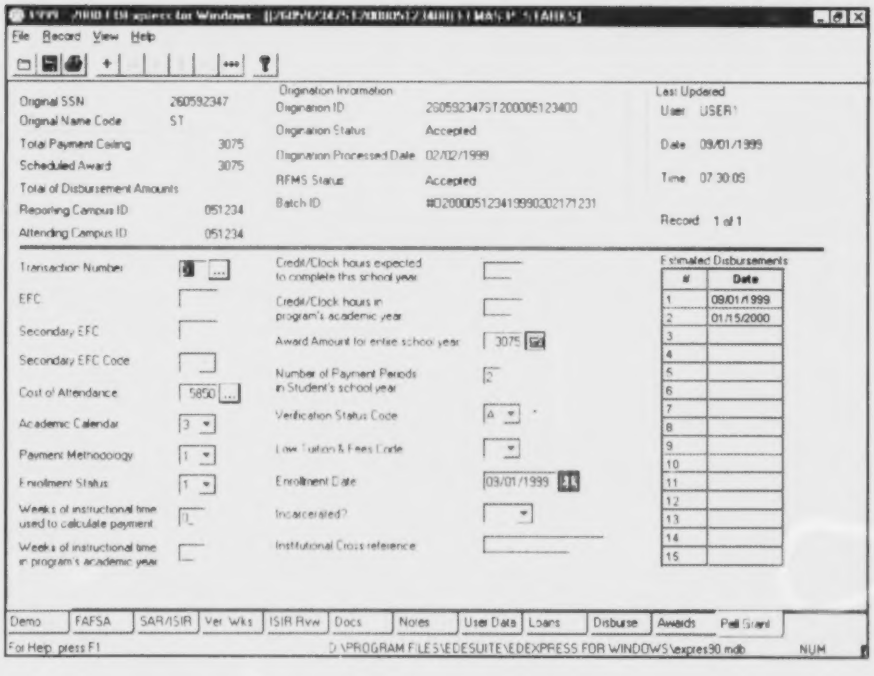
Continued

Month	Day	School A	School B
January, 2000	3	8. Receives MRR • Record Type = PU (Unblocked) 9. Sends disbursement record • Disbursement amount = $1,500 10. Receives acknowledgement • Status = A (accepted)	6. Sends disbursement record • Disbursement amount = $1,500 • Debit/Credit Flag = N (negative) 7. Receives acknowledgement • Status = A (accepted)

Using EDExpress

Disbursement Entry

Disbursement records may be added to EDExpress through either manual entry or external import. In this exercise, we will create a record manually for Elmas Starks. Only two fields need to be entered: disbursement date and amount.



*Start with the record open at the **Pell Grant** tab. Note that the origination record has been accepted by RFMS. In EDExpress, the origination record must be created and saved to the database before you can create a disbursement record.*

*Click the **Disburse** tab.*

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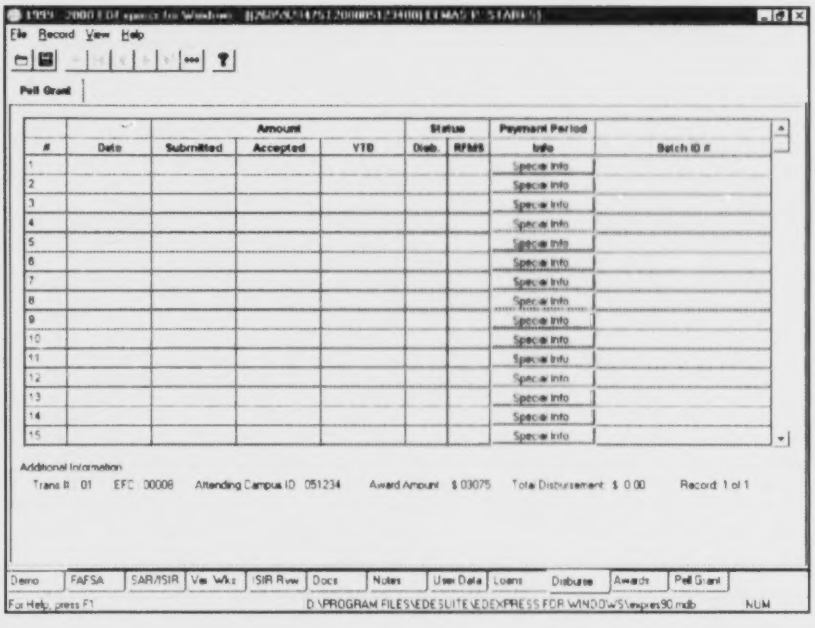
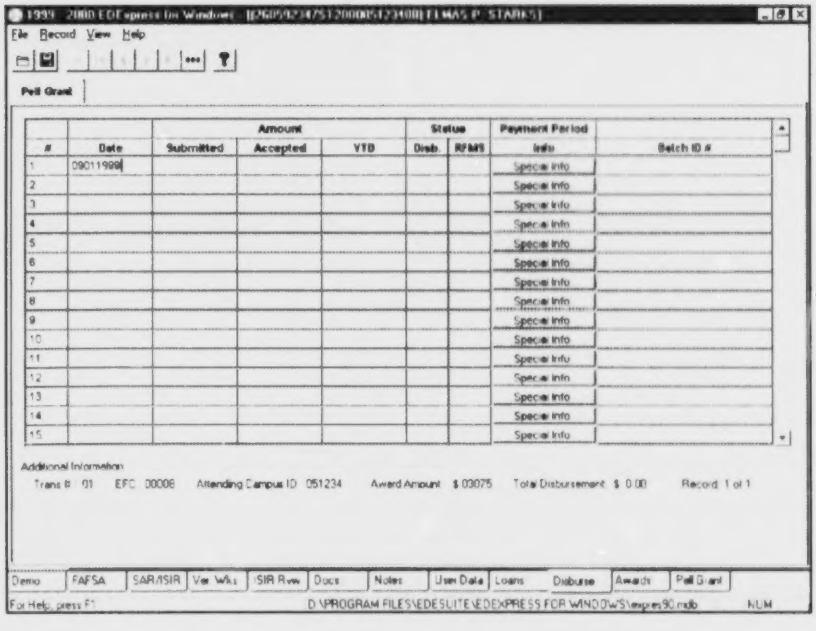

File Record View Help
Pell Grant
Amount
Status
Payment Period
Date Submitted Accepted YTD Disb. RFMS Info Batch ID
Special Info
Additional Information
Trans # 01 EFC 00006 Attending Campus ID 051234 Award Amount $ 03075 Total Disbursement $ 0.00 Record: 1 of 1
Demo FAFSA SAR/ISIR Ver Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
For Help, press F1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb
NUM

The Award Amount and Total Disbursements are displayed at the bottom of the screen.

Click on the first Date field.


File Record View Help
Pell Grant
Amount
Status
Payment Period
Date Submitted Accepted YTD Disb. RFMS Info Batch ID
1 09011999
Special Info
Additional Information
Trans # 01 EFC 00006 Attending Campus ID 051234 Award Amount $ 03075 Total Disbursement $ 0.00 Record: 1 of 1
Demo FAFSA SAR/ISIR Ver Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
For Help, press F1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb
NUM

Type the date of the disbursement in MM/DD/YYYY format.

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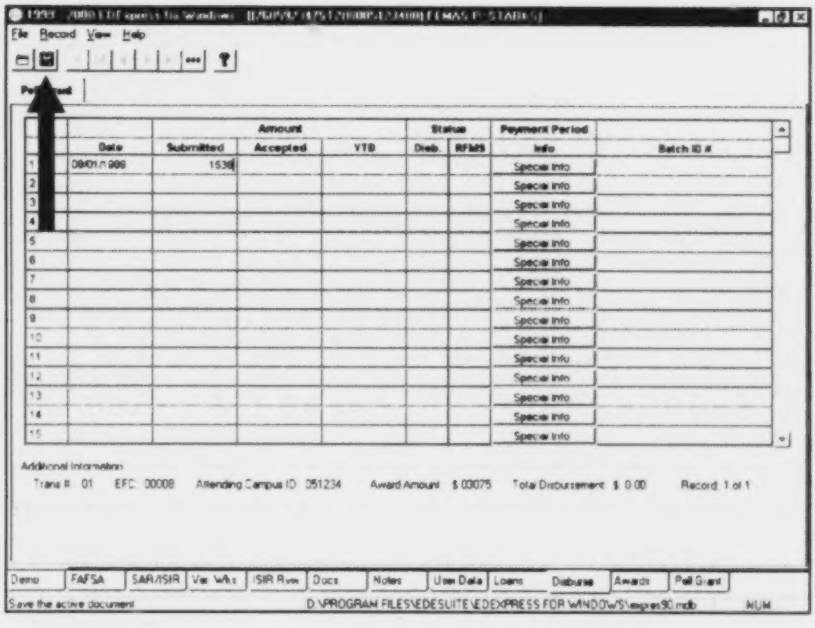
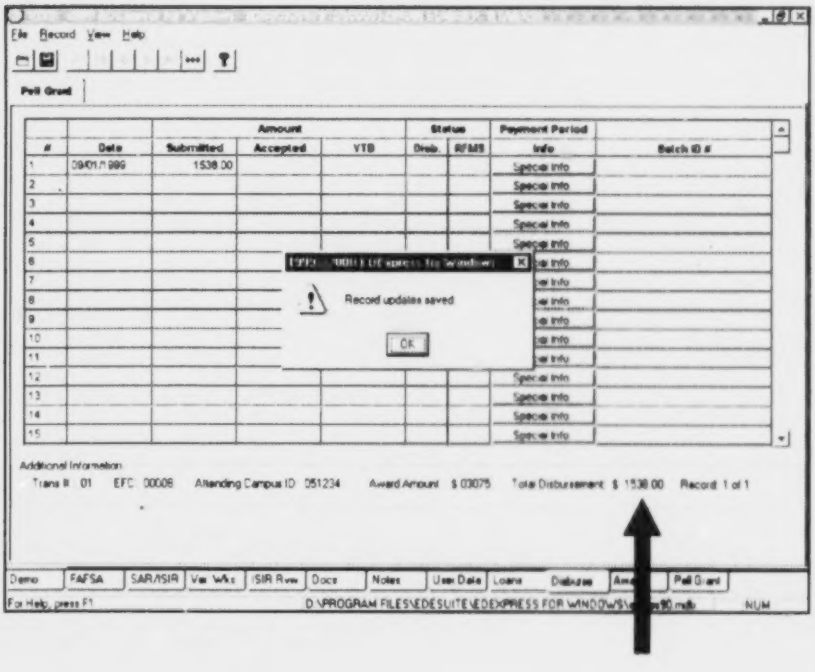


Type the amount of the disbursement in the submitted field.

*Click the **Save** icon to save the record.*



*Click **OK** to continue.*

A disbursement record for Elmas Starks has been created and saved to the database.

Note the Total Disbursement field has been updated to reflect the change.

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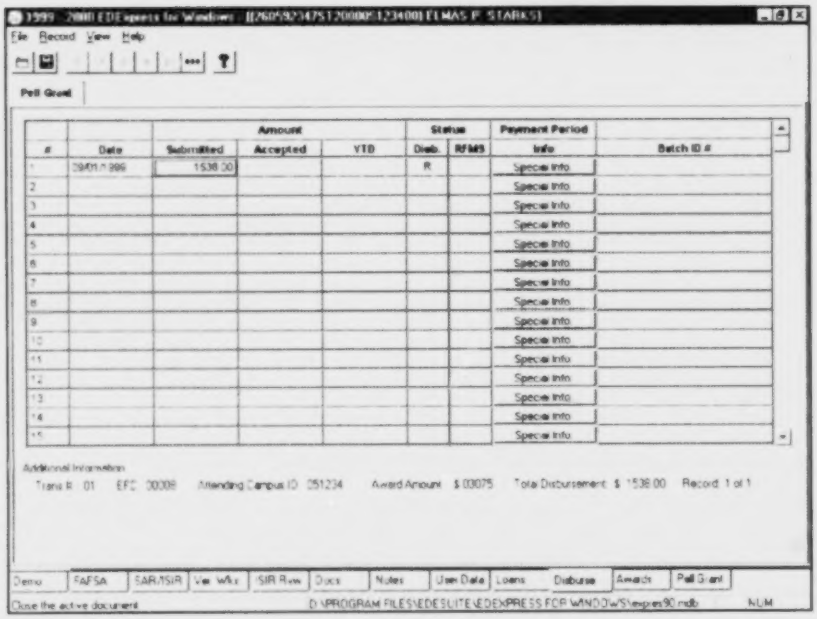
File Record View Help
Pell Grant
Amount
Status
Payment Period
Date Submitted Accepted YTD Disb RFMS Info Batch ID
1538.00
R
Specia Info
Additional Information
Trans # 01 EFC 00000 Attending Campus ID 001234 Award Amount $ 03075 Total Disbursement $ 1538.00 Record 1 of 1
Demo FAFSA SAR/SIR Var. Wks SIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
Close the active document
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres90.mdb
NUM

This is the completed record.

The disbursement status is now Ready for this record.

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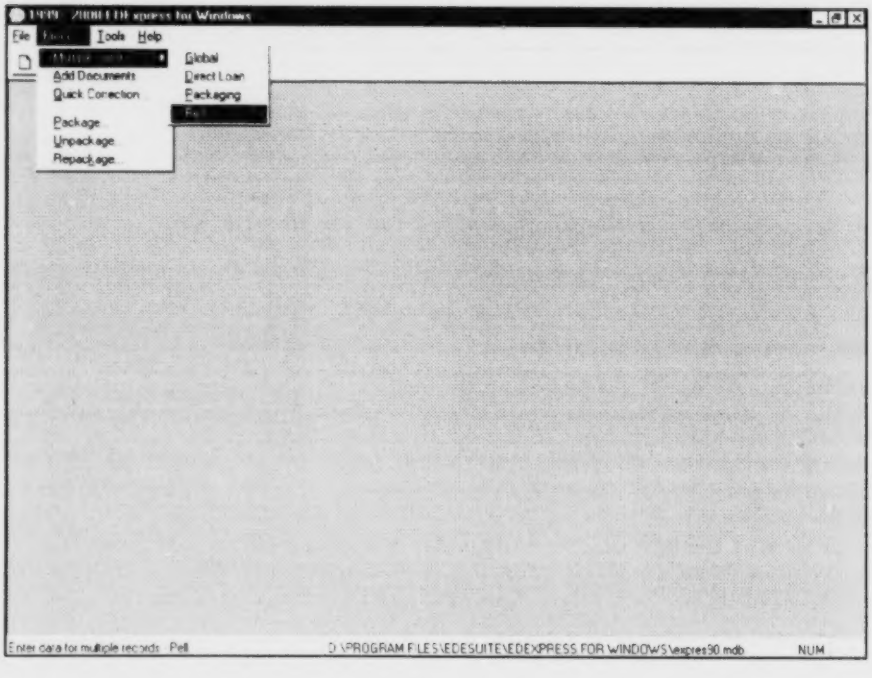
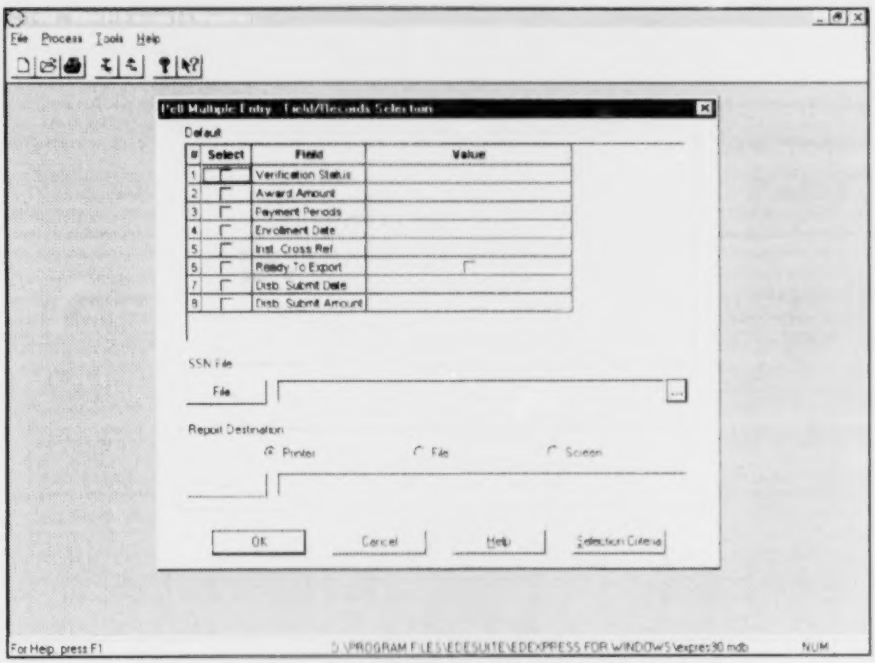
Multiple Entry - Disbursements

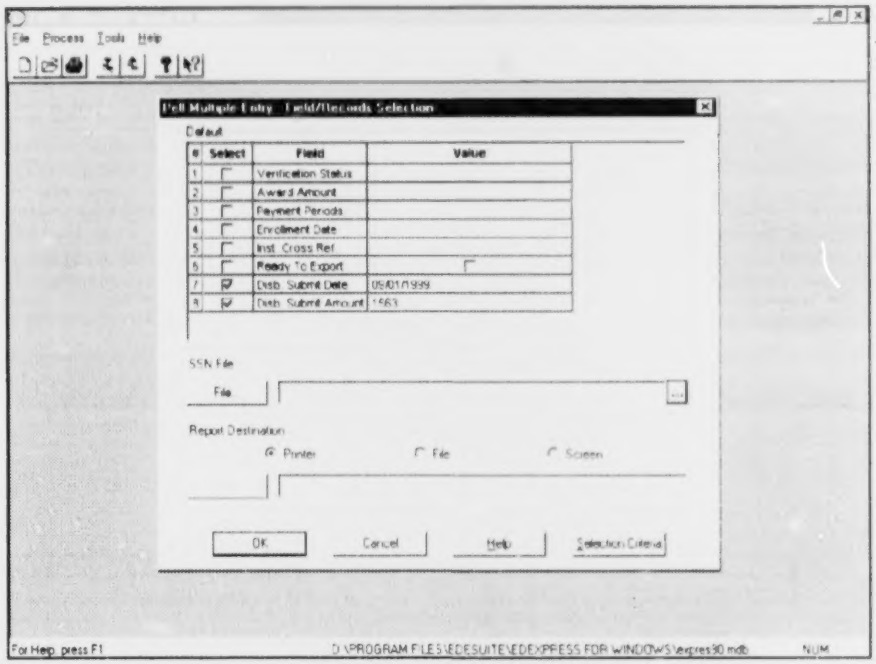
Another method for entering disbursement data is Multiple Entry. This feature saves you time when you need to update one or two data elements on many student records. In this example, we will add the first disbursement amount and date to all records that have an origination status of "Accepted" and an award amount of $3125. For this exercise, we assume you have already created a query to identify records with these attributes.



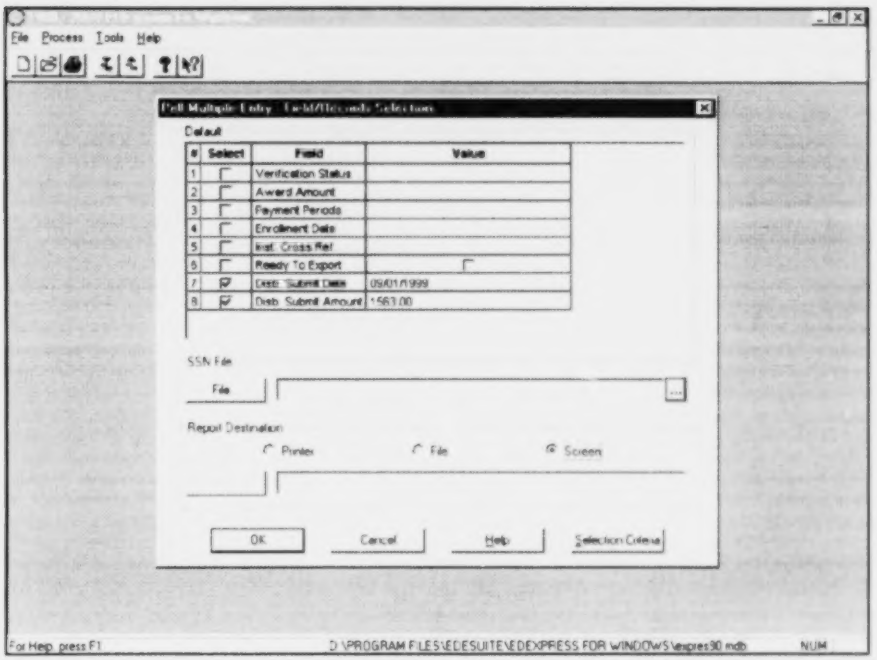
*Select **Process/Multiple Entry/Pell** from the menu.*



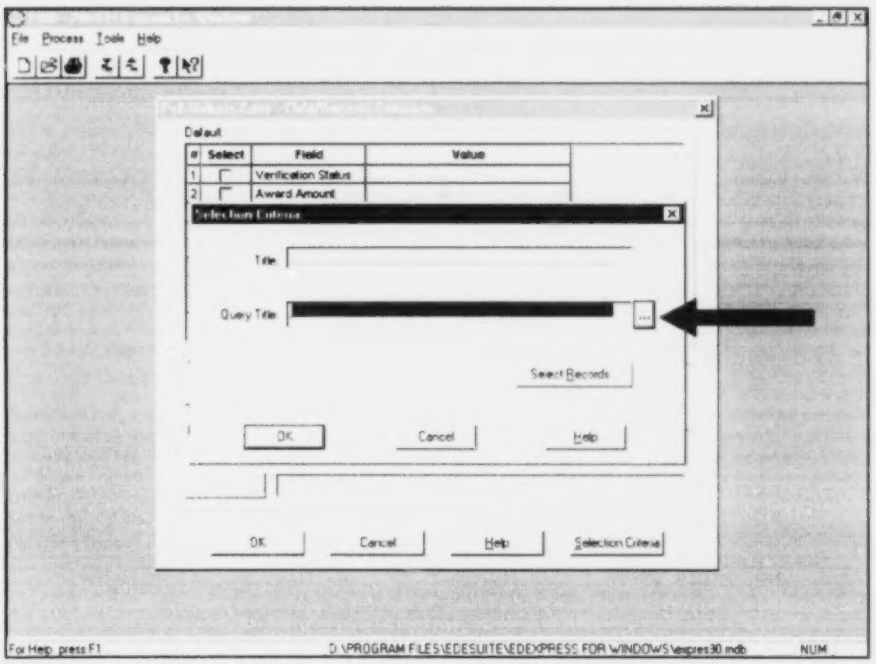
Displayed are the fields that can be updated using Multiple Entry.



Click the check box to select the field and select the value you want to apply to the field. In this example, we want to set the disbursement date to 09/01/1999 and the amount to $1563.



*Click **Screen** to view the edit report on the screen. Click **Selection Criteria** to select a query.*



Click the ellipsis button to select a query.

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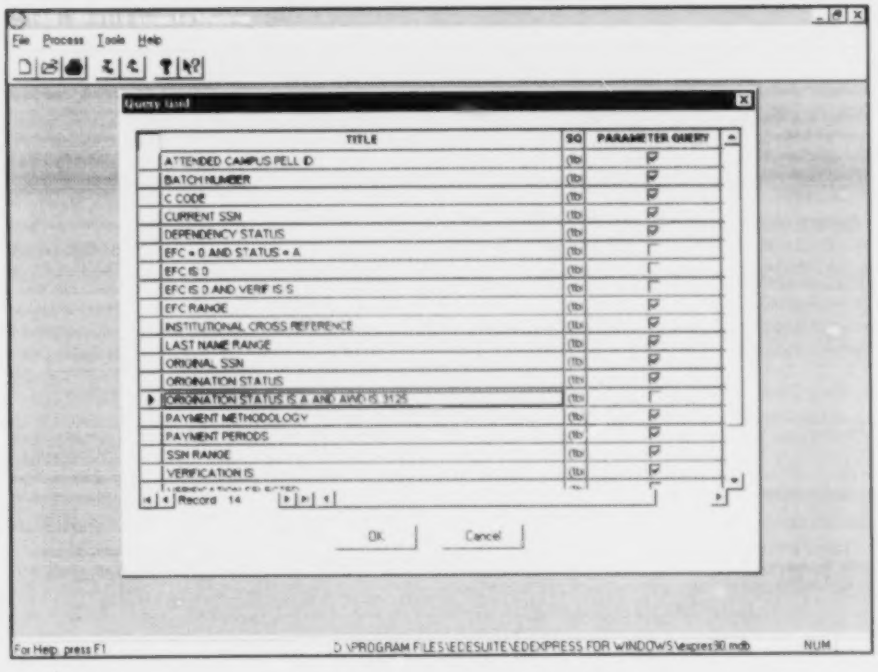
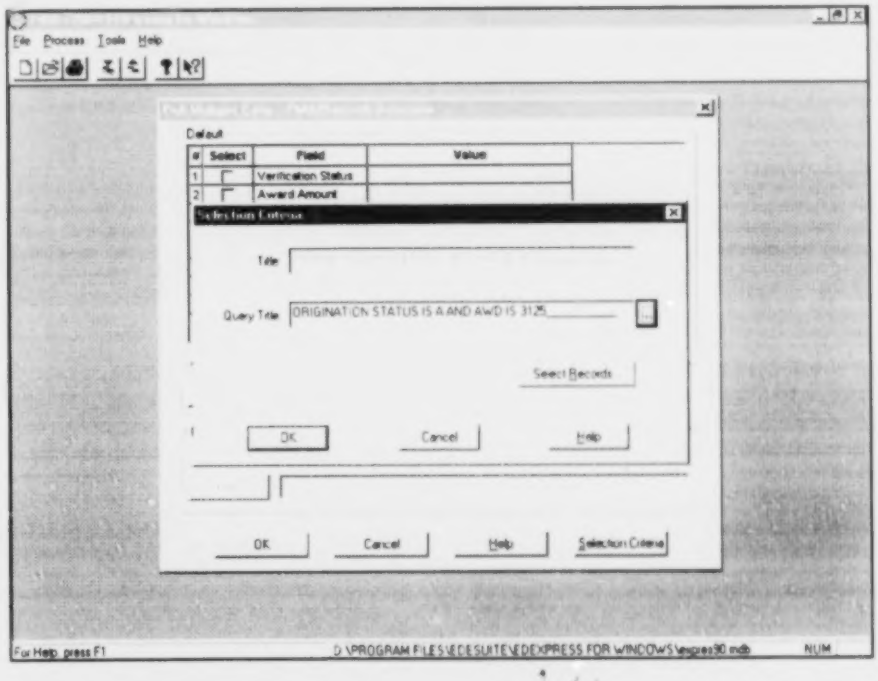


*Select the desired query and click **OK**. The query for this process identifies all accepted origination records with an award of $3125.*



*The selected query displays. Click **Select Records** to view a list of records that meet the criteria.*

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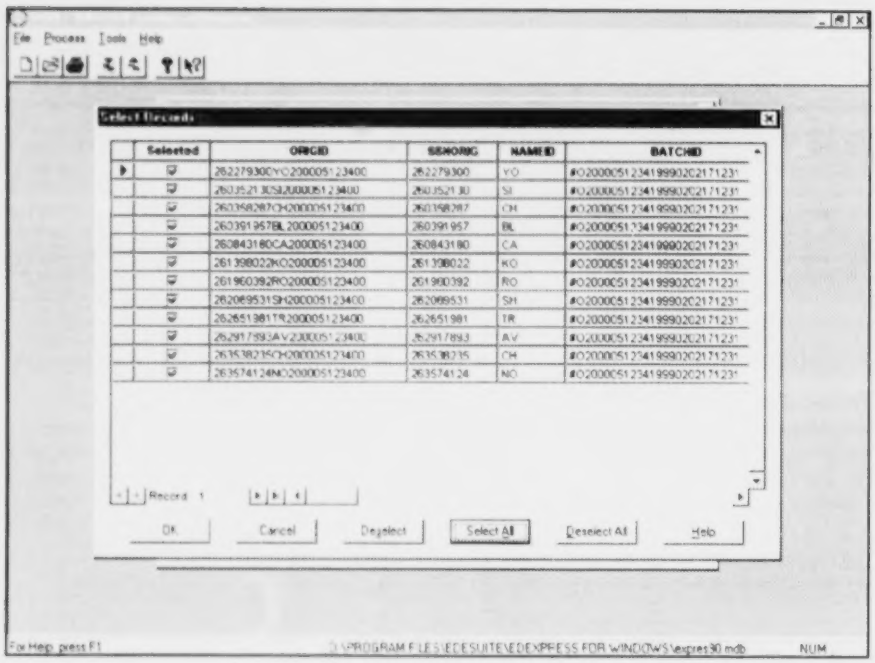
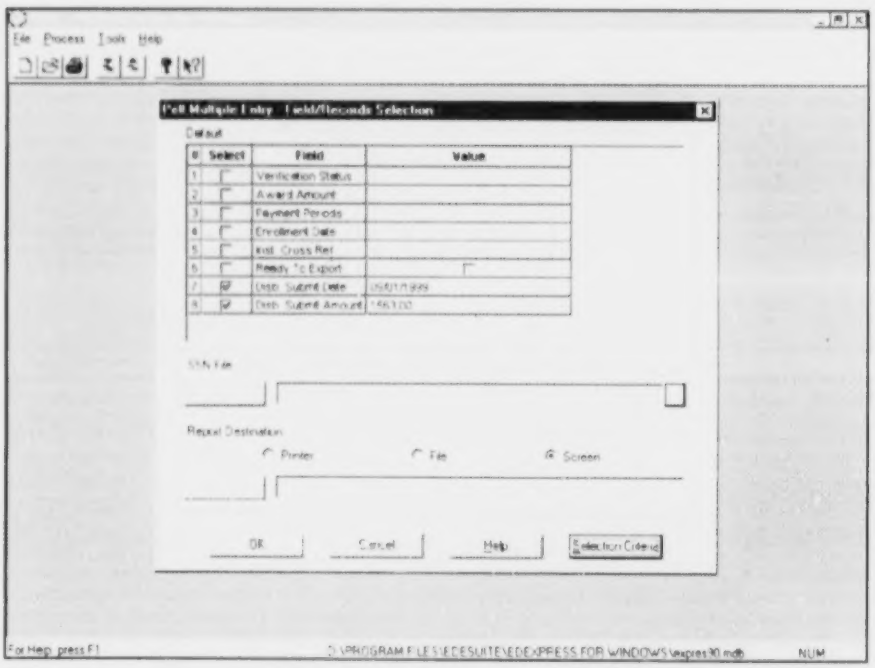
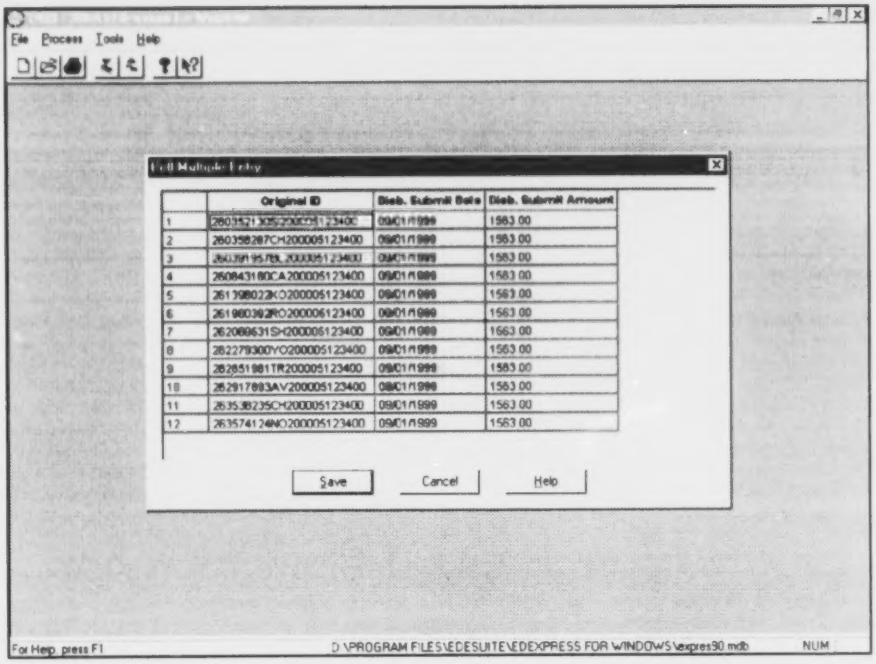


*Click **Select All** to select all records displayed. Click **OK**.*



*Click **OK** to continue.*

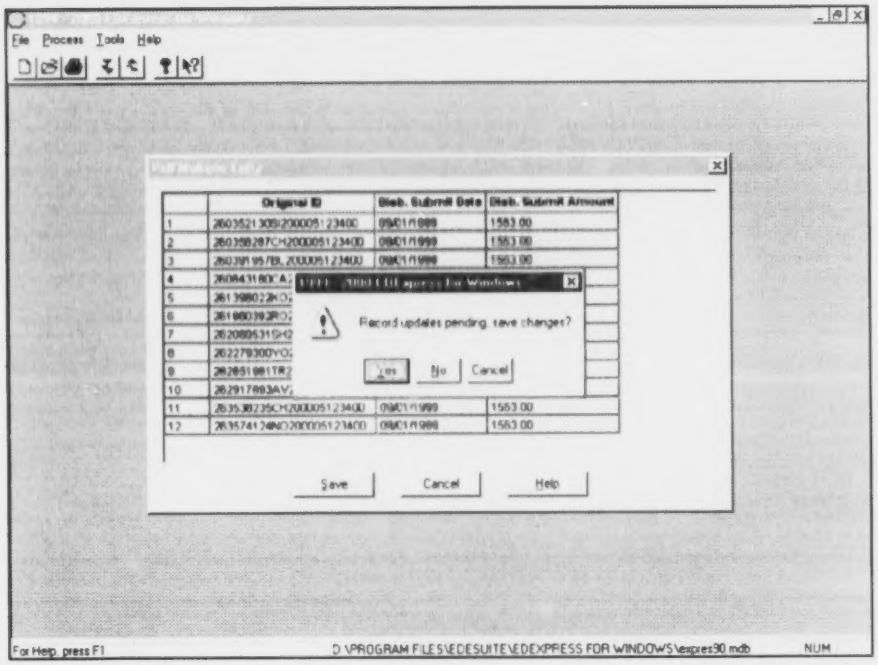
BEST COPY AVAILABLE



The records selected with each field to be updated are highlighted.

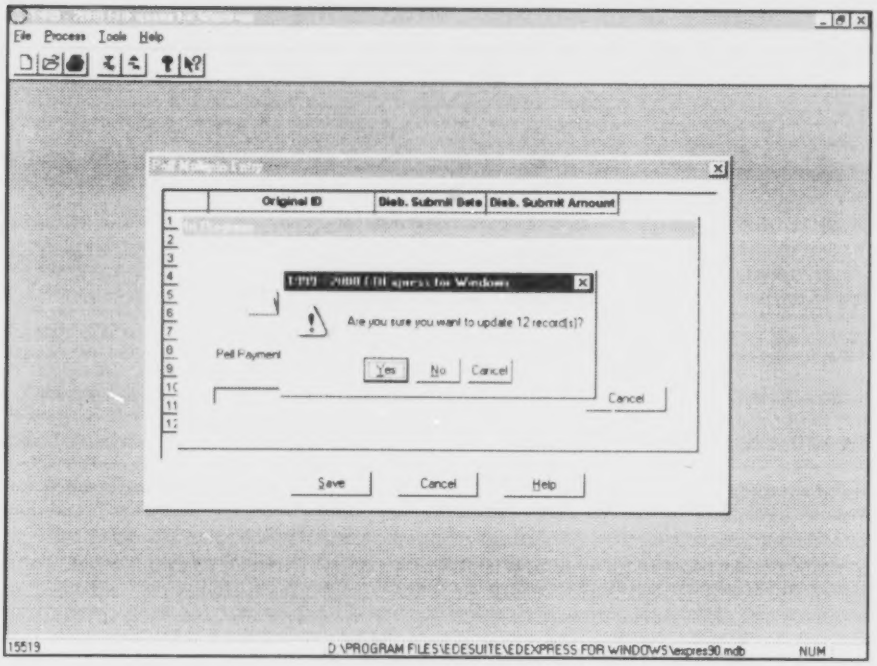
If the changes are not correct at this point, you may modify each field to be updated.

*Click **Save** to finish.*

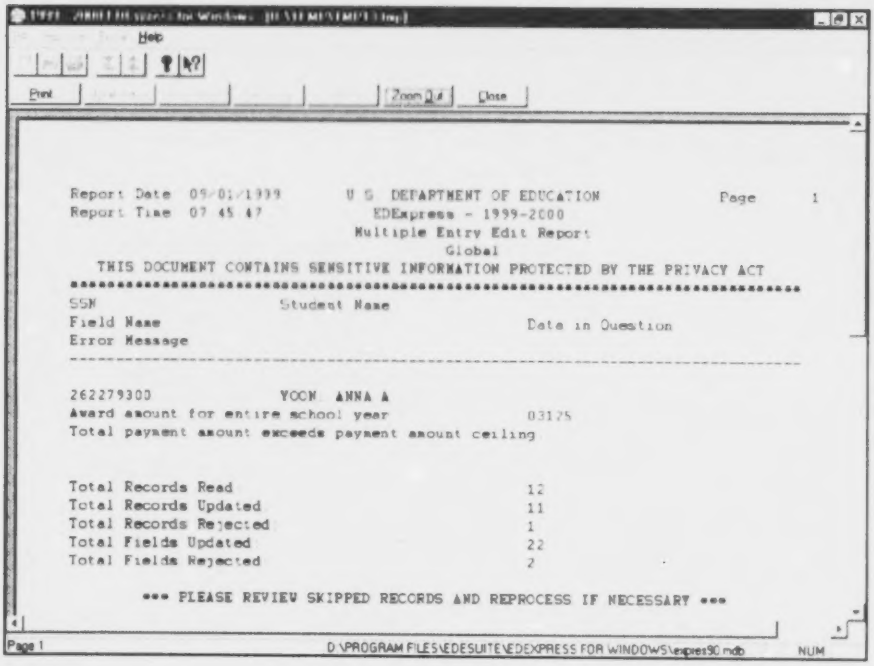


*Click **Yes** to save the changes.*

BEST COPY AVAILABLE



A secondary prompt verifies that you want to make changes. Click **Yes** *to continue.*


Help
Print
Zoom In
Close
Report Date 09/01/1999 U S DEPARTMENT OF EDUCATION Page 1
Report Time 07 45 47 EDExpress - 1999-2000
Multiple Entry Edit Report
Global
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
SSN Student Name
Field Name Date in Question
Error Message
262279300 YOON ANNA A
Award amount for entire school year 03175
Total payment amount exceeds payment amount ceiling
Total Records Read 12
Total Records Updated 11
Total Records Rejected 1
Total Fields Updated 22
Total Fields Rejected 2
*** PLEASE REVIEW SKIPPED RECORDS AND REPROCESS IF NECESSARY ***
Page 1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres30.mdb
NUM

The edit report indicates that eleven records were updated.

Anna Yoon's record was rejected because the amount we attempted to enter exceeded her payment ceiling amount.

Click **Close** *when finished viewing, or* **Print** *for a paper copy.*

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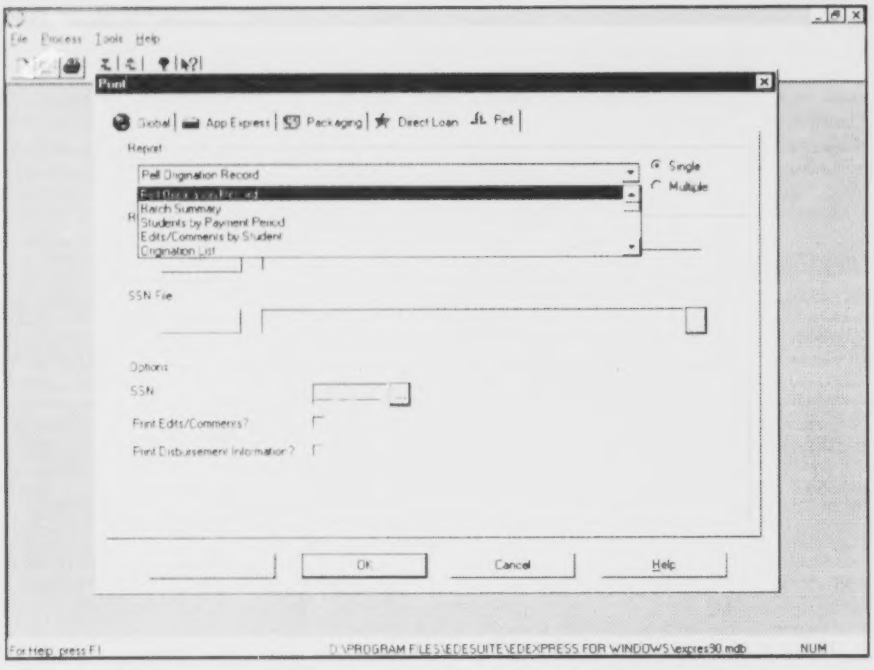
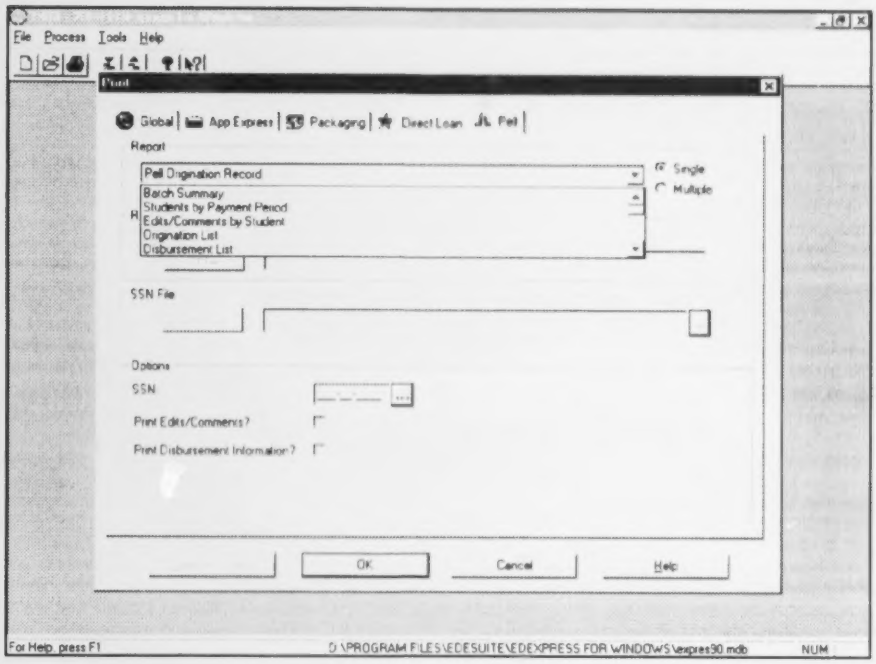
Print a Disbursement List

Once you have entered several disbursement records, you may want to see exactly who you created disbursements for and the status of those records. The disbursement list provides basic information for all disbursement records on the database including the date, amount and current status.



*Select **File/Print** from the menu. Click the Pell tab if not already active.*

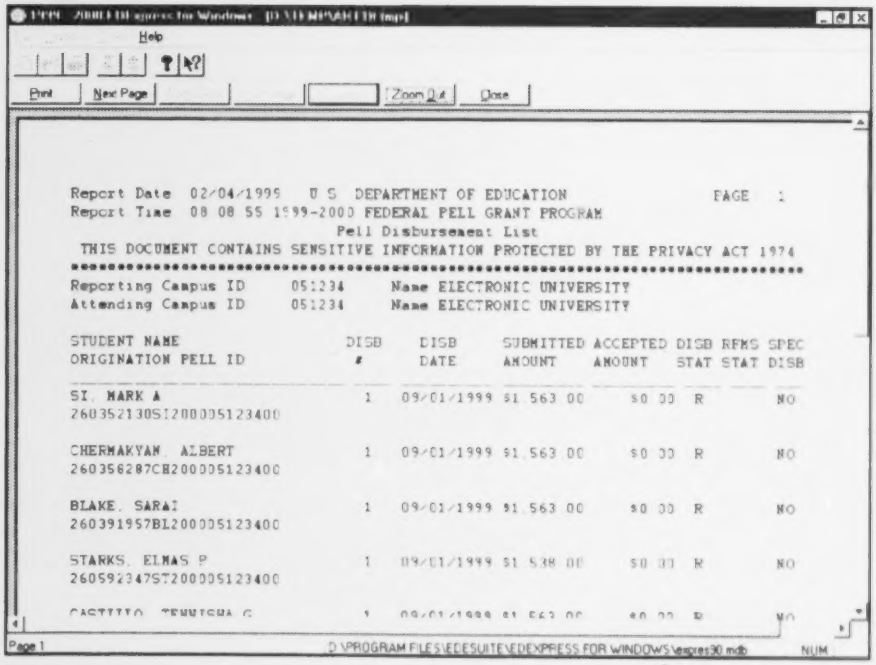
BEST COPY AVAILABLE



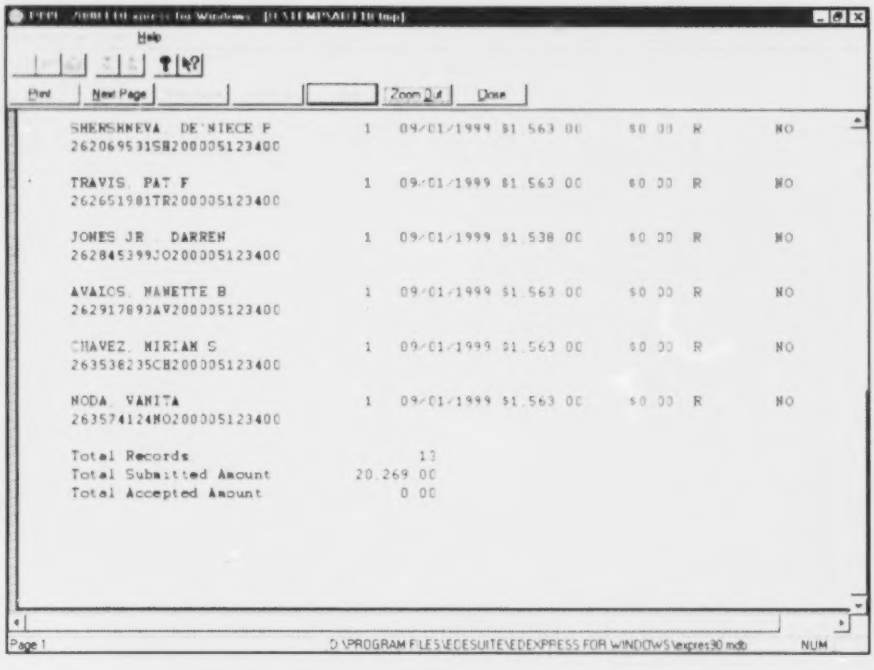
*Select the report **Disbursement List**.*

*Click **Screen** to send the report to the screen.*

*Click **OK**.*


Help
Print
Next Page
Zoom In
Close
Report Date 02/04/1999 U S DEPARTMENT OF EDUCATION PAGE 1
Report Time 08 08 55 1999-2000 FEDERAL PELL GRANT PROGRAM
Pell Disbursement List
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT 1974
Reporting Campus ID 051234 Name ELECTRONIC UNIVERSITY
Attending Campus ID 051234 Name ELECTRONIC UNIVERSITY
STUDENT NAME DISB DISB SUBMITTED ACCEPTED DISB RFMS SPEC
ORIGINATION PELL ID # DATE AMOUNT AMOUNT STAT STAT DISB
SI, MARK A 1 09/01/1999 $1,563.00 $0.00 R NO
260352130SI200005123400
CHERMAKYAN, ALBERT 1 09/01/1999 $1,563.00 $0.00 R NO
260356287CH200005123400
BLAKE, SARAI 1 09/01/1999 $1,563.00 $0.00 R NO
260391957BL200005123400
STARKS, ELMAS P 1 09/01/1999 $1,538.00 $0.00 R NO
260592347ST200005123400
Page 1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb
NUM

For each record the amount, date and statuses of the disbursement record are displayed.

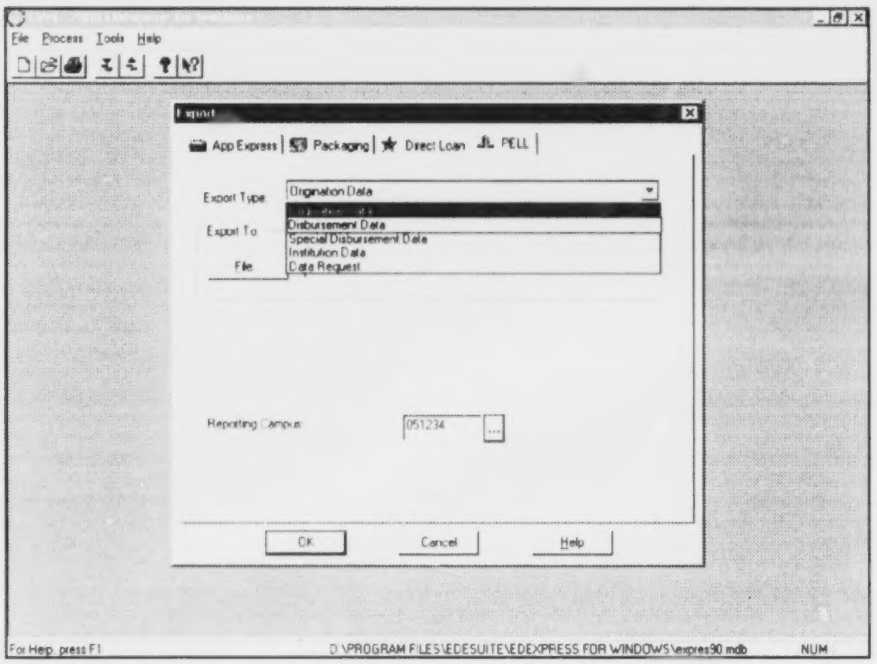


The bottom of the report indicates the total number of records and submitted amount.

*Click **Close** when finished or **Print** for a paper copy.*

Export Disbursement Records

Once you have completed entry of the disbursement records you are ready to export the records. When you export, you place all records with a Ready status into a file that can be transmitted to RFMS.



*From the main menu, select **File/Export**.*

*Click the **Pell** tab.*

*Select **Disbursement Data**. Verify the Reporting Campus ID. All records in the file you create will be associated with this 6-digit ID.*

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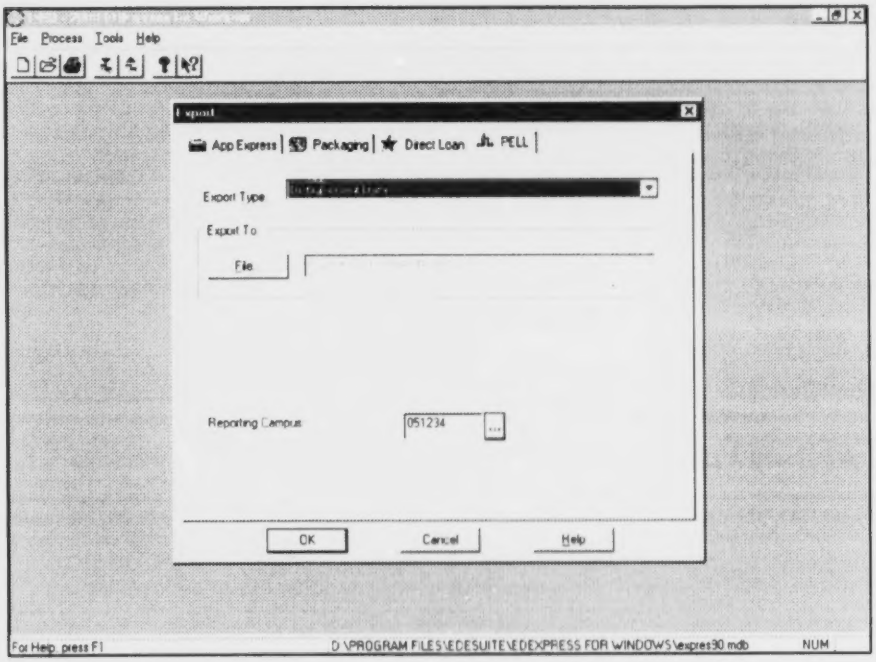
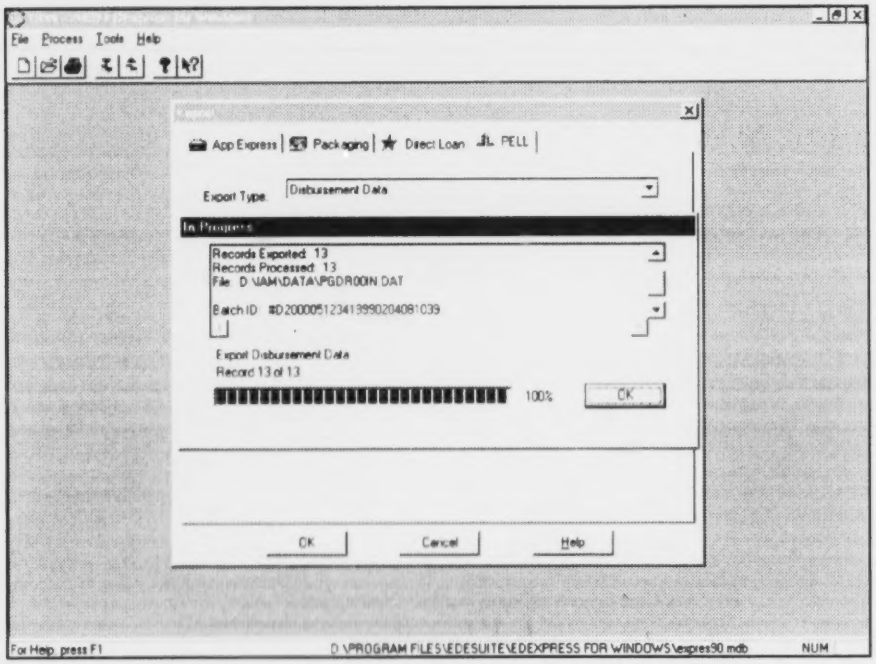


*Click **OK** to continue.*



A file called D:\AM\DATA\PGDR00IN.DAT was created. The export statistics box indicates that 13 records were included in the file.

*Click **OK** to continue.*

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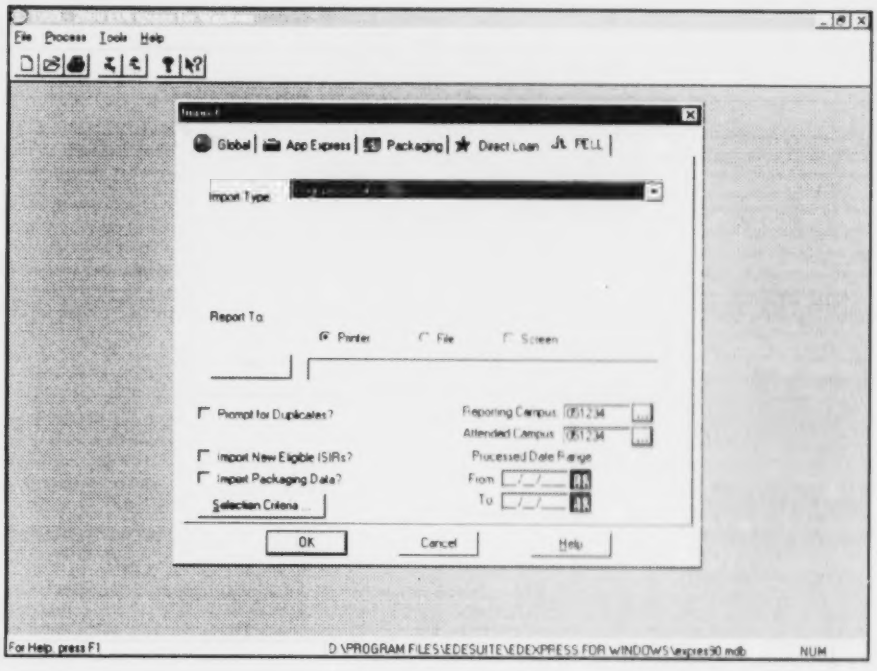
Import Disbursement Acknowledgments

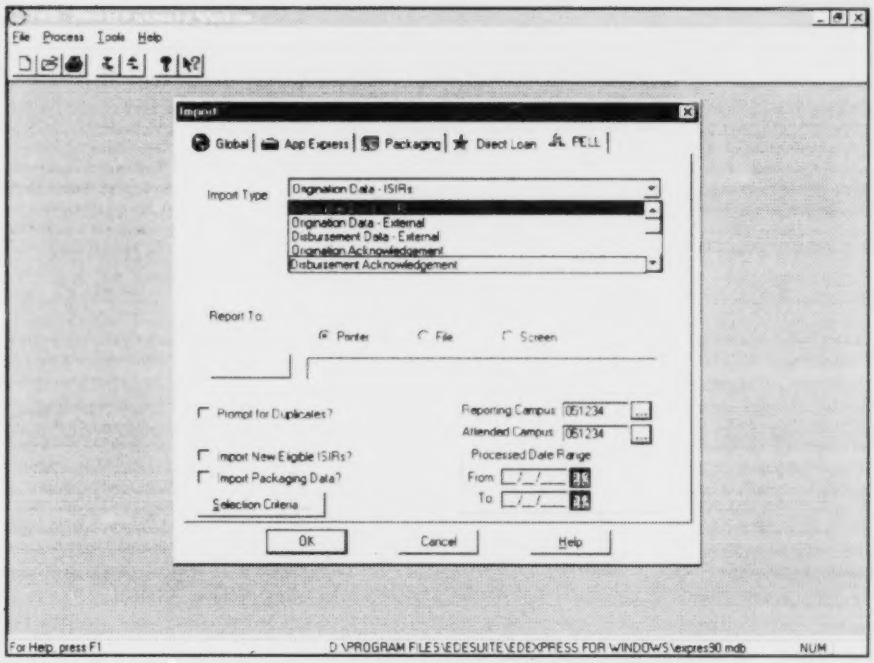
Once the RFMS has processed the disbursement file, you will be sent an acknowledgement file. After you import the file, you can review the processing results.



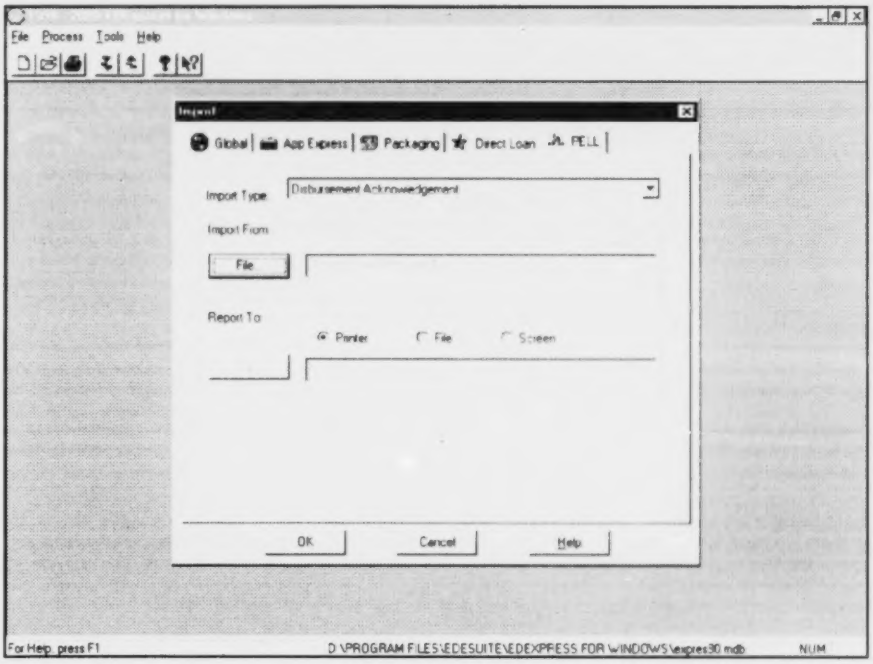
*Select **File/Import** from the menu.*

Remember

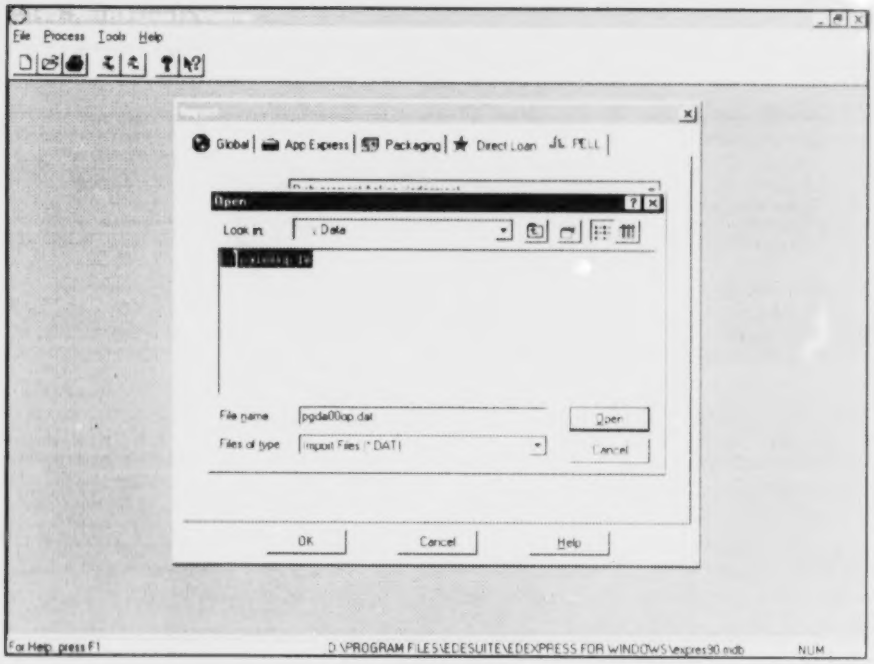
Turnaround time for origination and disbursement acknowledgements is generally 6 to 8 hours.



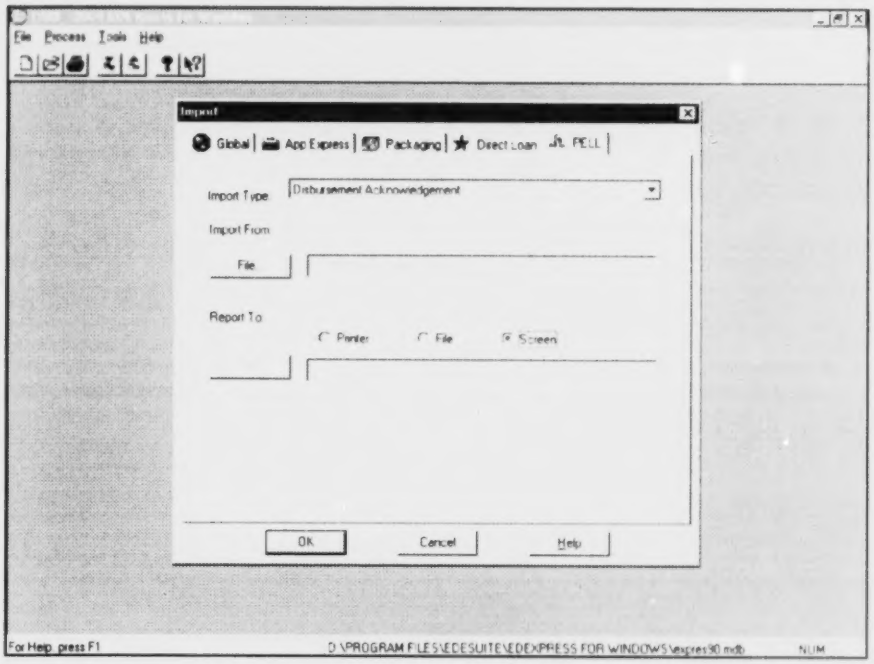
*Select the import type **Disbursement Acknowledgement**.*



*Click **File** to locate the import file.*



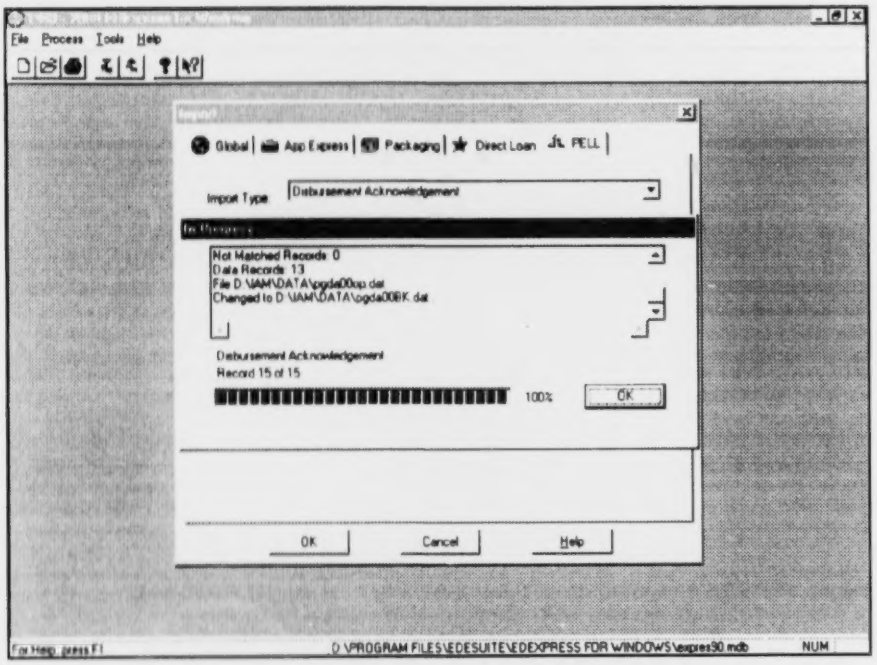
*Select the file desired and click **Open**.*



*Click **Screen** to send the edit report to the screen.*

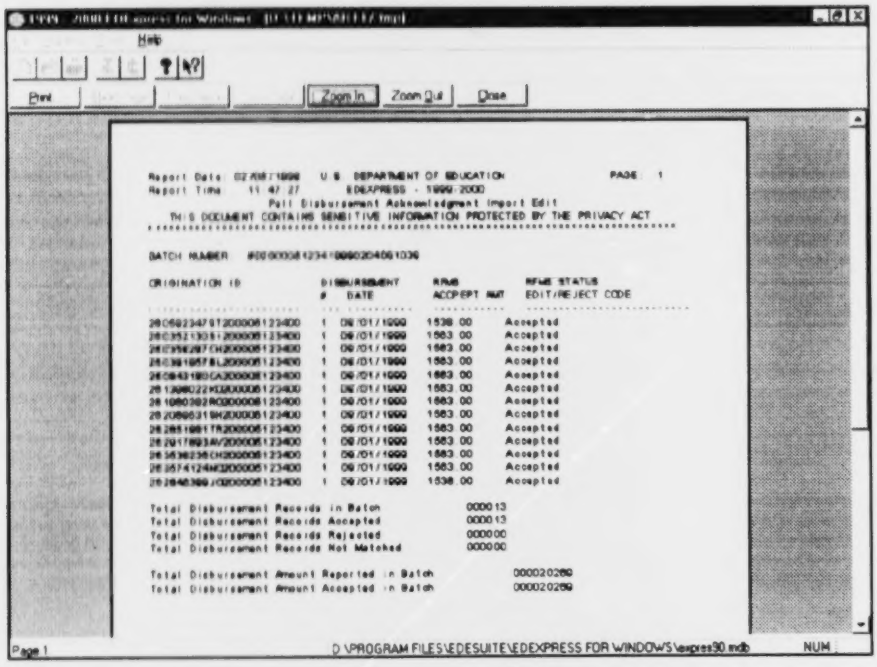
*Click **OK**.*

BEST COPY AVAILABLE



The statistics box indicates that 13 records were included in the batch.

*Click **OK** to continue.*

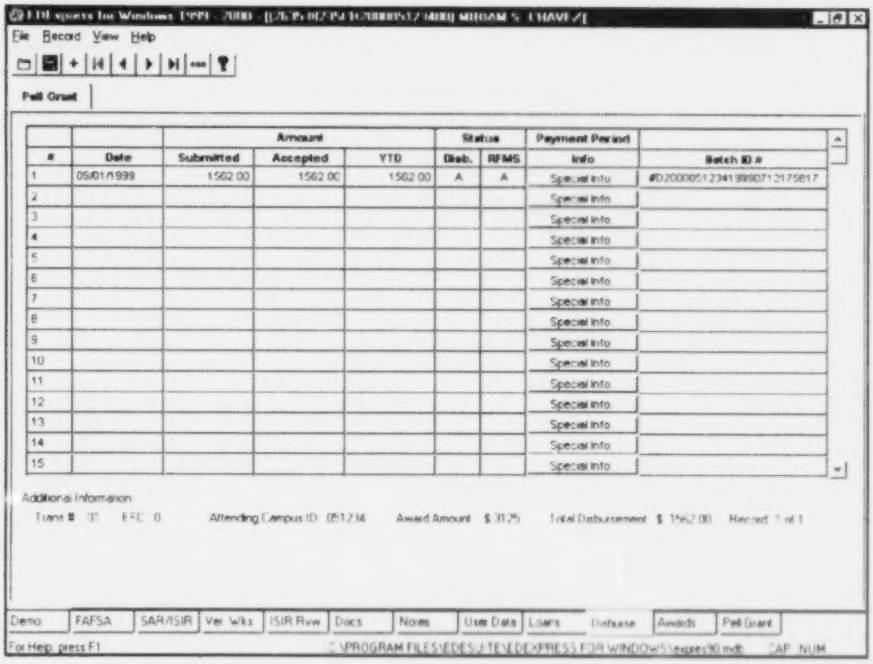


The Import Edit report displays the accepted amount and status from RFMS.

*Click **Close** when finished viewing or **Print** for a paper copy.*

BEST COPY AVAILABLE

Review the Record

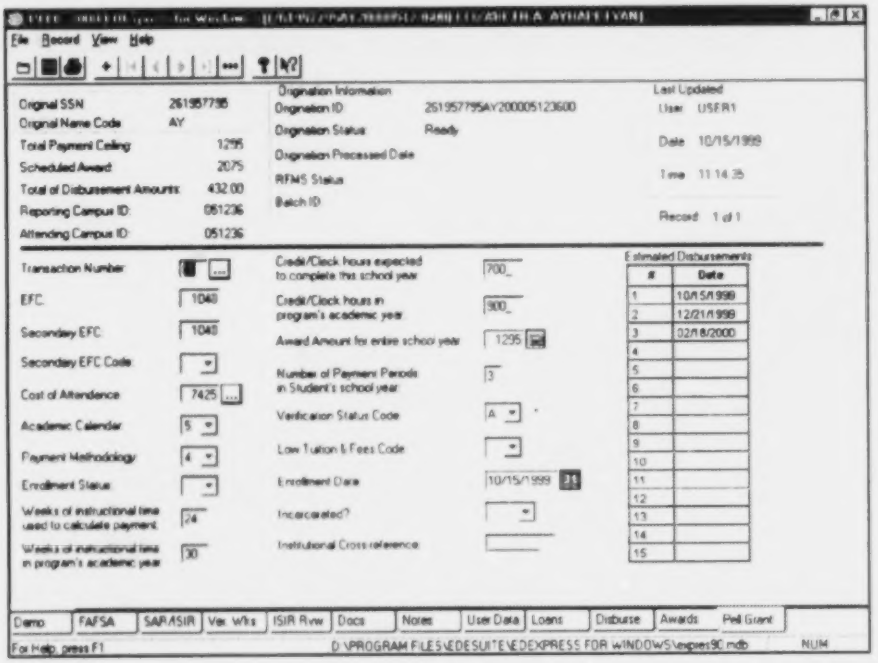

File Record View Help
Pell Grant
Amount
Status
Payment Period
Date Submitted Accepted YTD Disb. RFMS Info Batch ID
1 09/01/1999 1562.00 1562.00 1562.00 A A Special Info
Additional Information
Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
For Help, press F1
CAP NUM

Miriam Chavez's record is open to the Disburse tab.

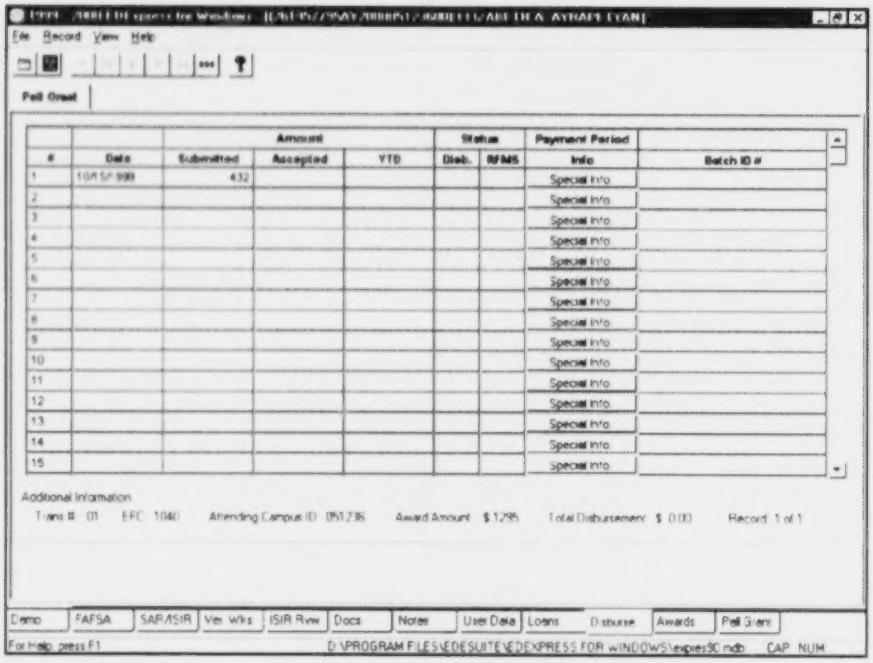
The Accepted and YTD fields are updated by the acknowledgement file. The accepted field contains the disbursement amount that RFMS accepted. YTD is the sum of accepted amounts year-to-date. The A under the RFMS status field means that RFMS accepted the disbursement record.

Special Disbursement Records

A special disbursement record includes not only the minimal amount of required information for a regular disbursement but also the additional information necessary to calculate the payment for the specific payment period to which the disbursement applies. In this exercise, a special disbursement record has been created for a student enrolled in a school that uses Pell Formula 4.



This record is open to the Pell Grant tab. The screen for this student shows that she has a total award of $1295 for the year. She will be paid in three disbursements and her program is 24 weeks in length consisting of 700 clock hours.


File Record View Help
Pell Grant
Amount
Status
Payment Period
Date Submitted Accepted YTD Disb. RFMS Info Batch ID
Special Info
Additional Information
Trans # 01 EFC 1040 Attending Campus ID 051236 Award Amount $ 1295 Total Disbursement $ 0.00 Record 1 of 1
Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
For Help, press F1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres3C.mdb CAP NUM

*This student has an award amount for the year of $1295. To create a special disbursement, first type the date and amount just as you would for any disbursement. Then click the **Special Info** button to add additional information.*

The additional payment period specific fields that are required on the special disbursement record follow:

- Payment Period Number
- Payment Period Start Date
- Payment Period End Date
- Award Amount
- Academic Calendar
- Payment Methodology
- Cost of Attendance
- Enrollment Status

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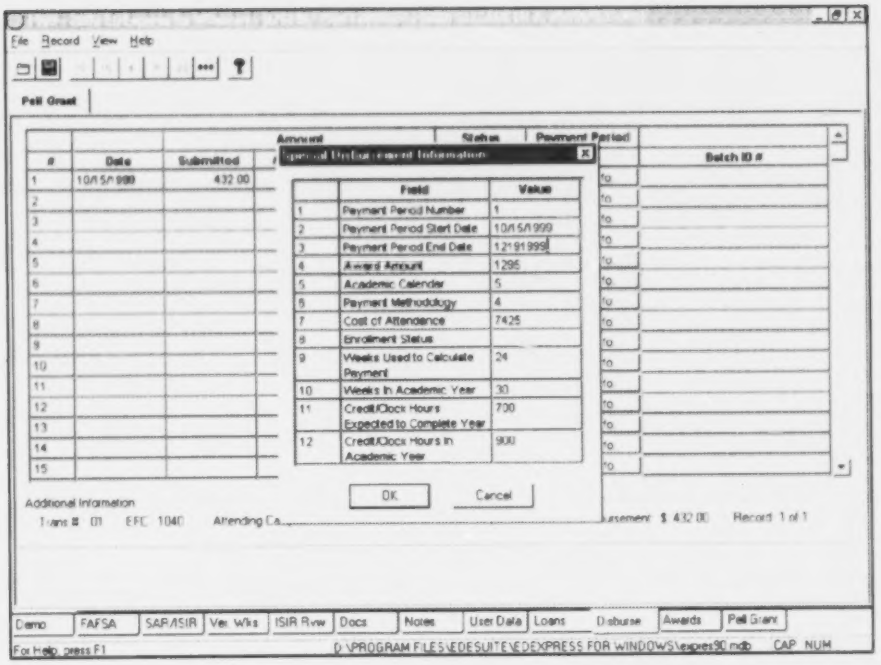
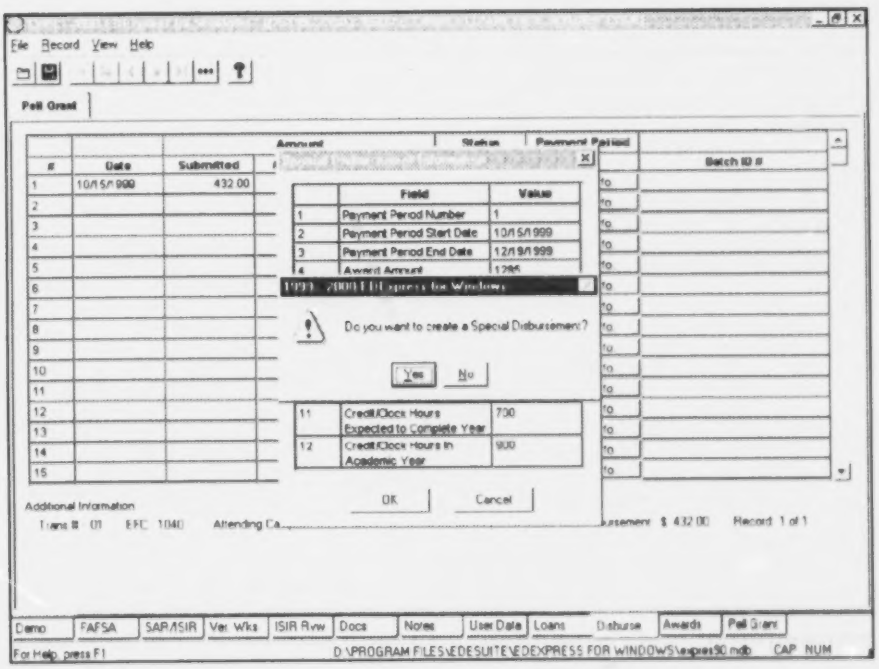

File Record View Help
Pell Grant
Special Disbursement Information
Field
Value
1 Payment Period Number 1
2 Payment Period Start Date 10/15/1999
3 Payment Period End Date 12/19/1999
4 Award Amount 1295
5 Academic Calendar 5
6 Payment Methodology 4
7 Cost of Attendance 7425
8 Enrollment Status
9 Weeks Used to Calculate Payment 24
10 Weeks In Academic Year 30
11 Credit/Clock Hours Expected to Complete Year 700
12 Credit/Clock Hours In Academic Year 900
OK
Cancel
Additional Information
Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
For Help, press F1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb CAP NUM

Enter only the Payment Period Start and End dates. The other required fields are automatically filled from the origination record.

*Click **OK** to continue.*


File Record View Help
Pell Grant
Do you want to create a Special Disbursement?
Yes
No
11 Credit/Clock Hours Expected to Complete Year 700
12 Credit/Clock Hours In Academic Year 900
OK
Cancel
Additional Information
Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
For Help, press F1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb CAP NUM

*Click **Yes** to create the special disbursement record. You have entered and saved a special disbursement record for Elizabeth Ayrapetyan.*

At this point you would export the special disbursement records and transmit them through Title IV WAN using EDconnect.

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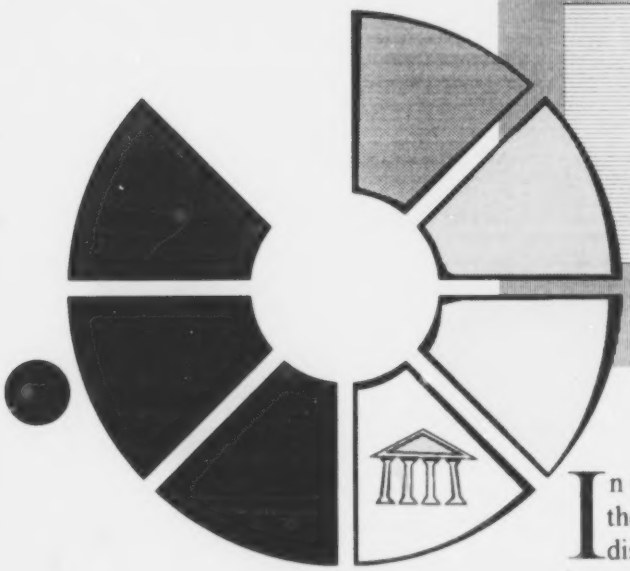
Session 4



Funding

In this session, we describe how schools will receive funds under the new RFMS. Topics covered include the relationship between disbursement records and your school's authorization level, and how to draw down funds from GAPS. The pilot test of the Just-in-Time payment method is also described.

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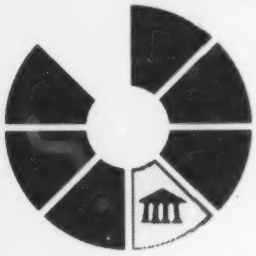
Objectives

1. Understand the correlation between disbursement records and the draw down process through GAPS.
2. Understand the difference betweent the Advance and Just-in-Time payment methods.

Session 4 - Funding



4-1

Session 4 Objectives

During this session, you will learn:

- The correlation between disbursement records and the draw down process through GAPS
- About the Just-in-Time pilot

4-2

Current Funding Process

- Advance Payment
  - Initial Authorization
  - Student records drive Authorization levels
  - Drawdown by program and award year

4-3

New Funding Process

- Four payment methods
  - Advance Payment
  - Just-In-Time
  - Reimbursement
  - Cash Monitoring

4-4

New Funding Process

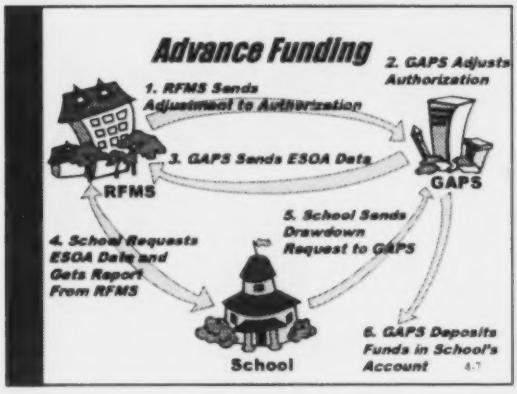
- Initial authorization calculated
- Authorizations created
- Authorization transactions sent to GAPS
- Statement of Account

4-5

Drawdown

- Successful submission of disbursement records increases a school's authorization
- ACA funds deposited into school's account
- Statement of Account

4-6


Advance Funding
1. RFMS Sends Adjustment to Authorization
2. GAPS Adjusts Authorization
3. GAPS Sends ESOA Data
RFMS
GAPS
4. School Requests ESOA Data and Gets Report From RFMS
5. School Sends Drawdown Request to GAPS
School
6. GAPS Deposits Funds in School's Account
4-7

Just-In-Time

- No initial authorization
- Funds automatically deposited into school account
- No drawdown from GAPS

4-8

Five-Day Rule for Just-In-Time

- Submit disbursement record no earlier than 5 days prior to actual disbursement date
- Advance Payment schools can submit 30 days in advance

4-9

Benefits

- Speed and efficiency
- Improved internal reconciliation
- Simplified closeout
- Better overall management of Pell funds

4-10

Regulatory Relief From:

- 3-day use rule
- Excess cash rule
- Re-verification of eligibility
- Rule for interest-bearing account

4-11

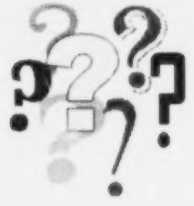
How to Participate

E-mail:

#pell_systems@ed.gov

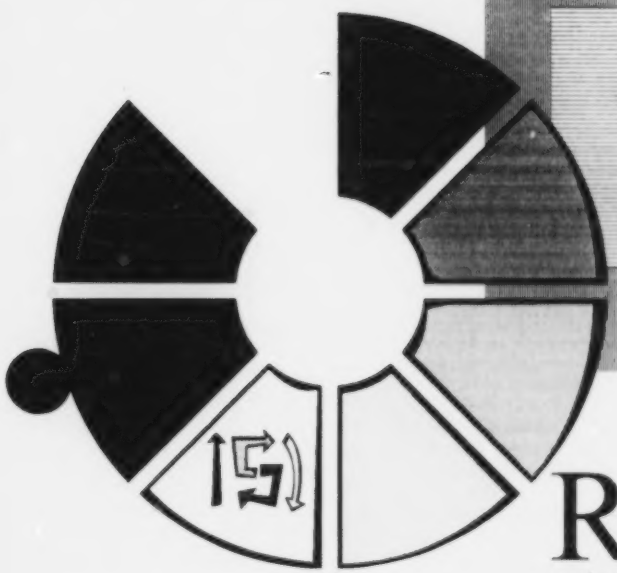
4-12

Questions & Answers



4-13

Session 5



Requesting Data

RFMS provides several tools to help schools manage their Federal Pell Grant database. This session describes how schools can request Multiple Reporting Records, batch replacement, Electronic Statement of Account, and Year-to-Date records. It also explains how to create data request records using EDExpress.

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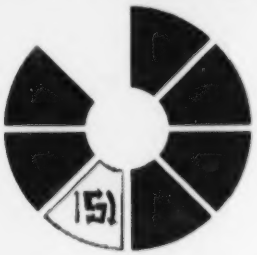
Objectives

1. Understand the new data management tools available through RFMS.
   - Multiple Reporting Records
   - Batch Replacements
   - Electronic Statement of Account
   - Year to Date
2. Understand the process and requirements of requesting data from the new RFMS.
3. Learn how to request data using EDExpress.

Session 5 - Requesting Data



5-1

Session 5 Objectives

During this session, you will learn:

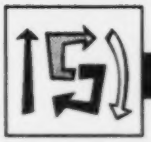
- What data management tools RFMS offers
- How RFMS processes data requests
- How to request data using EDExpress

5-2

New Data Management Tools

- Multiple Reporting Record
- Batch Replacement
- Electronic Statement of Account (ESOA)
- Year-to-date (YTD) Data

5-3



Processing Data Requests

- Schools Submit Requests-PGRQ00IN
- Requests are either
  - Accepted
  - Rejected with an Acknowledgement

5-4

Multiple Reporting Record

- Per Request—Six different requests
  - OA–All originated records from all schools
  - OS–Selected originated students
  - OI–All originated records from selected schools
  - DA–All disbursement records from all schools
  - DS –Selected disbursement records
  - DI–All disbursement records from selected schools

5-5

Batch Replacements

- Provided by request
- RFMS compiles records associated with requested batch number and transmits

5-6

Electronic Statement of Account

- Automatically generated:
  - At initial authorization
  - When disbursement record amounts exceed initial authorization
- Upon request, schools will receive last ESOA produced at the end of the last active accounting cycle

5-7

Year-to-Date Data

- Schools can request data about all activity up to the current date
- YTD records contain origination and disbursement information for every student processed

5-8

Year-to-Date Data

- Can request data for all students
- Data can be manipulated to provide summaries

5-9

Statement of Account Printed by EDExpress

U.S. Department of Education
Office of Postsecondary Education
Student Financial Assistance Programs
1999–2000 Award Year
Federal Pell Grant Program
Electronic Statement of Account

Pell institution no.	051234
Institution name:	Electronic University
State:	VA
Grantee DUNS no.:	344218536
Payee DUNS no.:	218536344
GAPS award no.:	P0P9911160000000
Accounting schedule	00002
Accounting schedule date	04/01/1999
A. Previous Pell Grant obligation	$2,159,001.00
Current Pell Grant obligation	$2,100,000.00
Adjustment (increase+ or decrease-)	$59,001.00-
B. Previous Pell Grant amount	
Current Pell Grant amount	
Adjustment (increase+ or decrease-)	
GAPS expenditures amount	$2,100,000.00
Date of last activity in GAPS	01/07/1999
YTD total unduplicated recipients	0001050
YTD accepted disbursement amount	$2,100,000.00
YTD administrative cost allowance	$1,000.00

As of Batch ID

Section A values applicable only for advanced funding institutions.

Section B values applicable only for Just-in-Time-funded institutions.

Year-to-Date Listing of All Recipients Printed by EDExpress

```
Report Date: 03/11/1999   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time: 15:30:03 1999-2000 FEDERAL PELL GRANT PROGRAM
                                    YTD Data
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT 1974
*******************************************************************************
ORIGINATION EXCEPTIONS

ELECTRONIC UNIVERSITY

STUDENT'S NAME                                      AWARD       ORIG     RFMS
ORIGINATION ID                                      AMOUNT      STAT     STA
-------------------------------------------------------------------------------
SI                MARK      A       YOUR DATA     $3125         A        A
260352130SI200005123400             YTD DATA      $3125         A        A
CHERMAKYAN        ALBERT            YOUR DATA     $3125         A        A
260358287CH200005123400             YTD DATA      $3125         A        A
BLAKE             SARAI             YOUR DATA     $3125         B        A
260391957BL200005123400             YTD DATA      $3125         A        A
STARKS            ELMAS     P       YOUR DATA     $3075         R        A
260592347ST200005123400             YTD DATA      $3075         A        A
DROPPLEMAN        MAULI             YOUR DATA     $
059623133DR200000249500             YTD DATA      No matching rec. in the Pell Stdt.


TOTAL YTD ORIGINATION RECORDS                5
TOTAL SCHOOL ORIGINATION RECORDS             4


TOTAL YTD AWARD AMOUNT                $     12,450.00
TOTAL SCHOOL AWARD AMOUNT             $     12,450.00
TOTAL AWARD AMOUNT EXCEPTIONS         $          0.00
```

Data Request Exercise

1) Your school's local area network server "crashed" last week after you entered and transmitted a batch of 150 origination records. No one did a backup of the server, so none of the records you entered can be retrieved. What type of data request should you submit?

   A YTD: All recipients
   B Batch replacement
   C MRR: Type OA
   D YTD: All origination records

2) You need to find out how the total amount of Federal Pell Grant disbursements at your school compares with your initial authorization amount. What type of data request should you submit?

   A Batch replacement
   B YTD: All recipients
   C MRR: Type DA
   D Electronic Statement of Account

3) Many students at your school also apply to Big State University. You would like a listing of the Federal Pell Grant recipients at your school who have also received a Federal Pell Grant at Big State University. What type of data request should you submit?

   A YTD: All disbursement records
   B YTD: All recipients
   C MRR: Type DA
   D MRR: Type DI

4) Four students have transferred this trimester to your school. You disbursed a Federal Pell Grant to each for the second trimester. Before disbursing in the third trimester, you would like to verify whether they received Federal Pell Grants at the school from which they transferred. What type of data request should you submit?

   A YTD: All disbursement records
   B YTD: All recipients
   C MRR: Type DS
   D MRR: Type OS

5) You have submitted origination records for 500 students and in two weeks will be ready to make Federal Pell Grant disbursements. You want to prevent potential overpayments by seeing what other schools have also submitted origination records for these students. What type of data request should you submit?

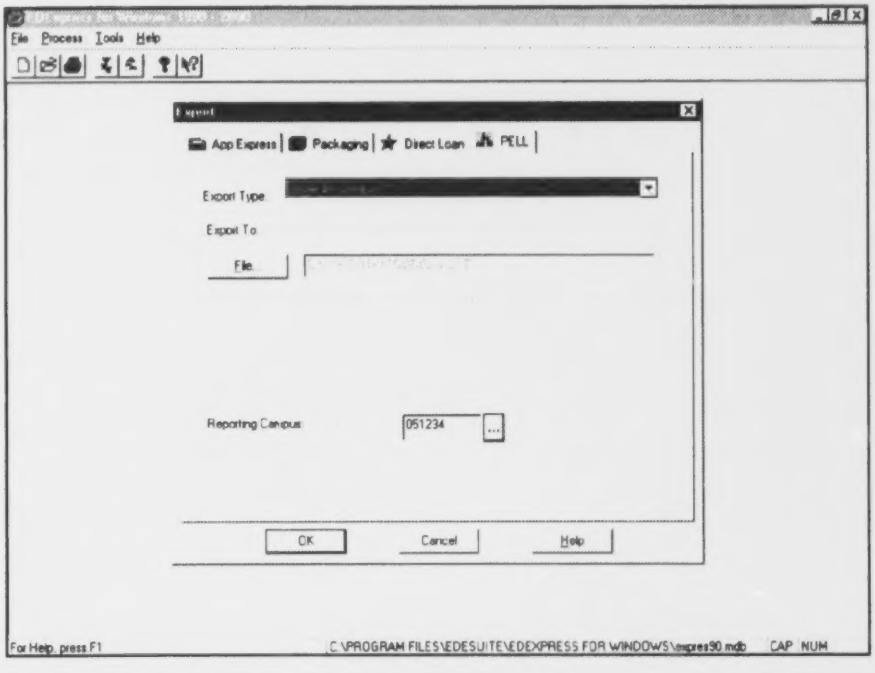
   A YTD: All disbursement records
   B YTD: All recipients
   C MRR: Type OA
   D MRR: Type OS

Using EDExpress

Using the Export function of EDExpress, you can easily create a data request file that contains one or all of the types of requests available:

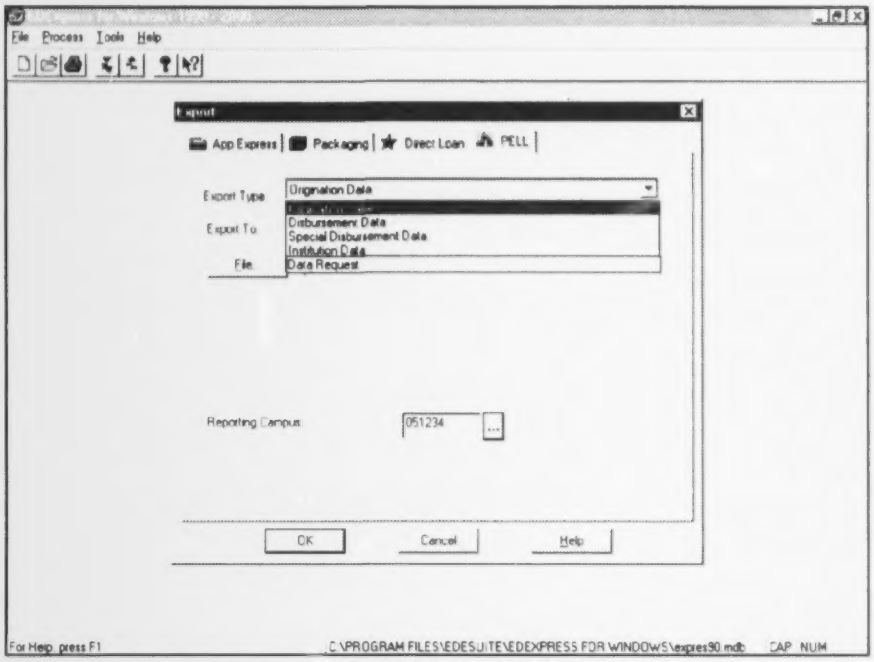
- Batch Replacement—Used to request batches already sent to you.
- Year-to-Date—Used to update or rebuild your database and identify discrepancies between your data and RFMS.
- Electronic Statement of Account—Provides summary and detail information about fund requests and draw-downs.
- Multiple Reporting Record—Used to identify students who have been reported in some way by another school.

Each of these reports can provide information to help you better manage your student data. In this exercise, you will create a data request file to transmit to RFMS.

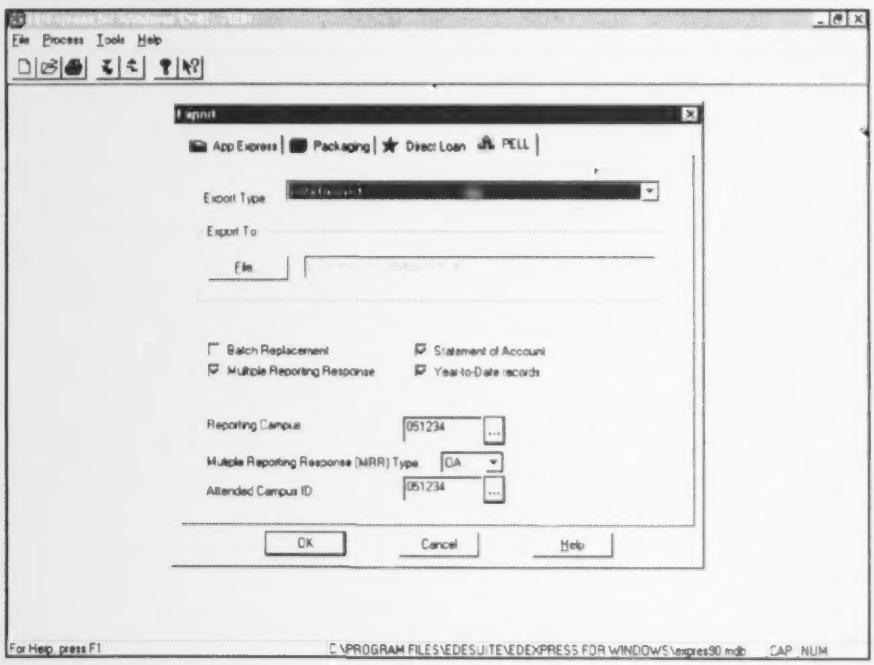


*From the main menu, click **File/Export**.*

*Click the **Pell** tab.*



*Select **Data Request**.*



*All four data request types are displayed. Click on the **checkbox** of each one you want to request.*

If you select Multiple Reporting Response, the type field will display.

For each type you select, you will receive a report indicating which other institutions have reported your students for either origination or disbursement.

OA = Originated Students for all institutions

OS = Selected Originated Students

OI = Originated Students for Selected Institutions

DA = Disbursed Students for All Institutions

DS = Selected Disbursed Students

DI = Disbursed Students for Selected Institutions

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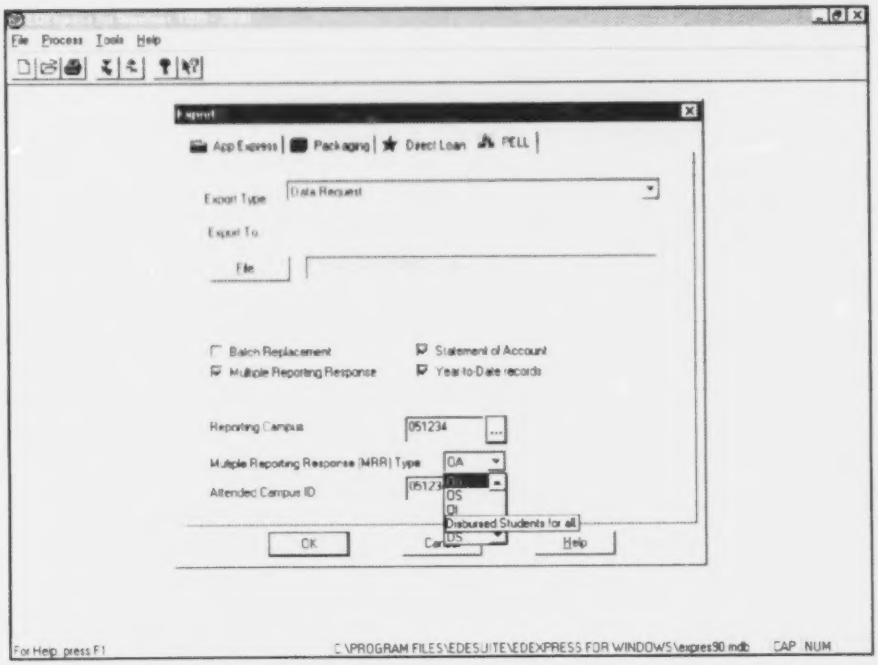
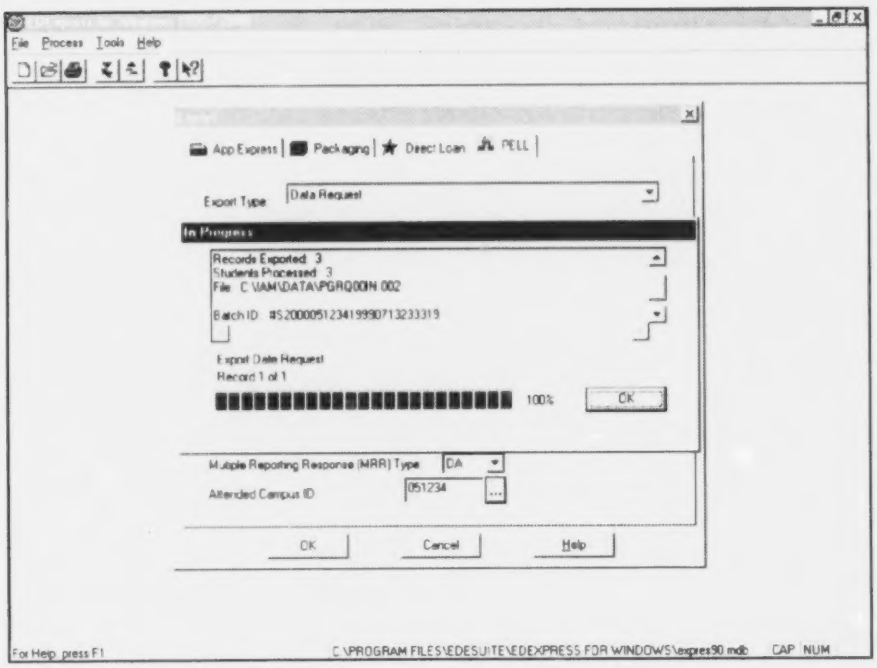


In this example, we requested three types of data: MRR, Statement of Account, and Year-to-Date records. For the MRR type, we requested disbursed students for all. This will let us know if any of our students have received Pell disbursements at any other schools.

*Click **OK** to export.*



A file has been created called C:\AM\DATA\PGRQ00IN.DAT that is ready to transmit to RFMS. The Export Statistics box indicates that all three request types were included in the file.

*Click **OK** to close.*

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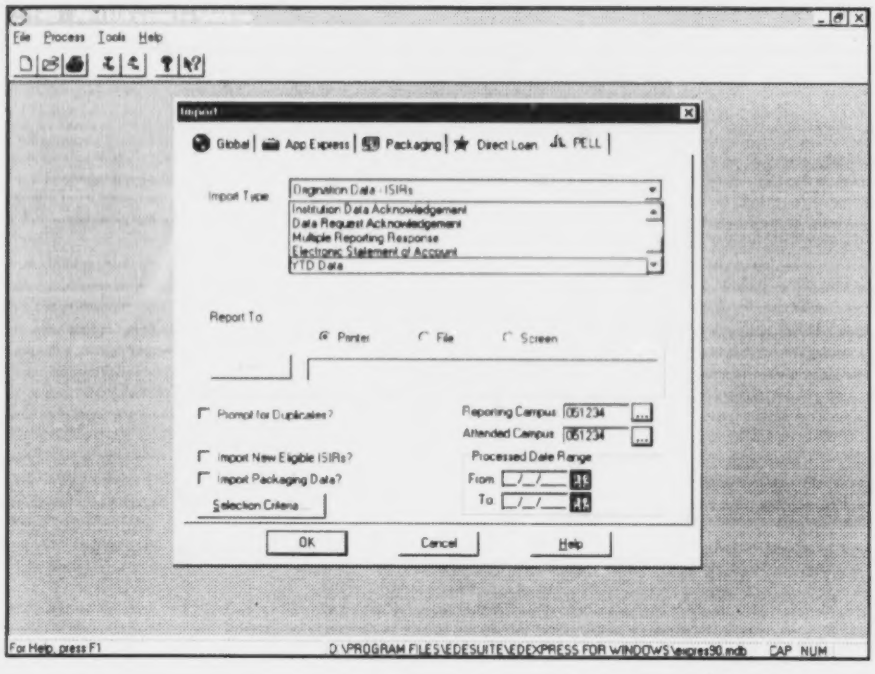
Year-to-Date Data

YTD data can be manipulated, using EDExpress, to provide summary statistics, such as the following:

- All recipients (unduplicated listing)
- All origination records
- Originations accepted
- Originations accepted with corrections
- All disbursement records
- Disbursements accepted
- Disbursements accepted with corrections
- Counts for reject and warning codes

In addition, you can compare and update your database with information from RFMS. The import edit print report provides all records from the YTD file in origination ID order. You can also use the file to rebuild your database.



*Select **File/Import** from the menu.*

*Select the **YTD Data** as the import type.*

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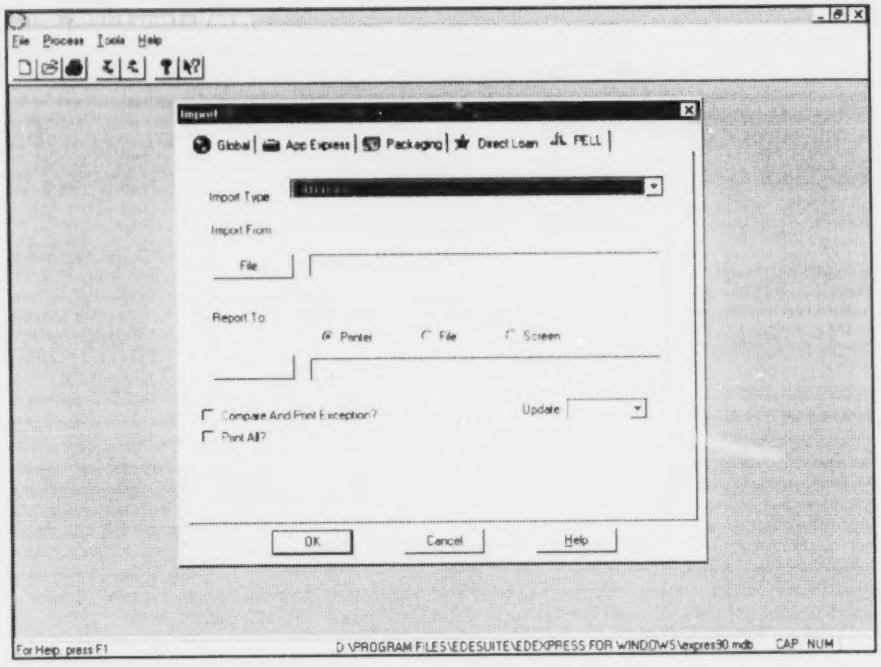
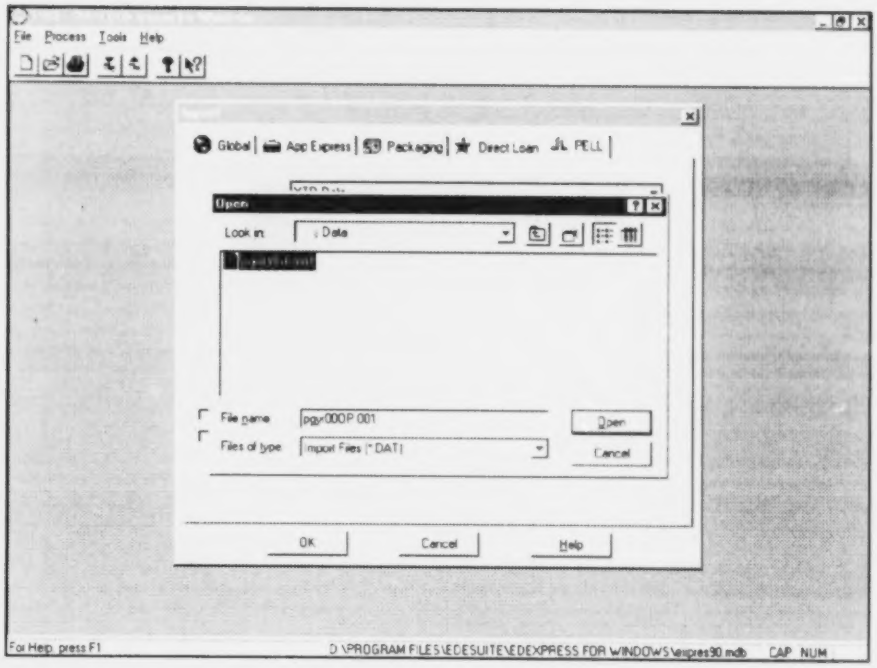


Next locate the import file.

*Click the **File...** button.*

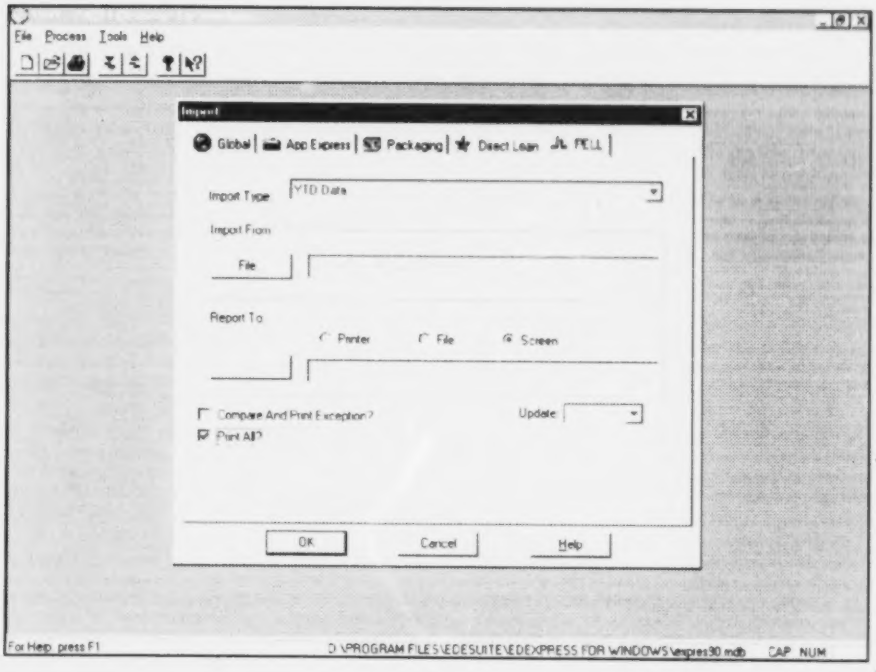
Tip

Use the Compare and Print Exception option to compare each record in the YTD file to records in your database. The software matches records by origination ID and compares the accepted award amount and the accepted disbursement amount. If either of these values is different, the record is an exception and is noted on the YTD comparison report.



Select the file from the list displayed.

*Click **Open**.*



*Click **Screen** to view the edit report on the screen.*

*Click **Print All?** to view all data in the report.*

*Click **OK**.*

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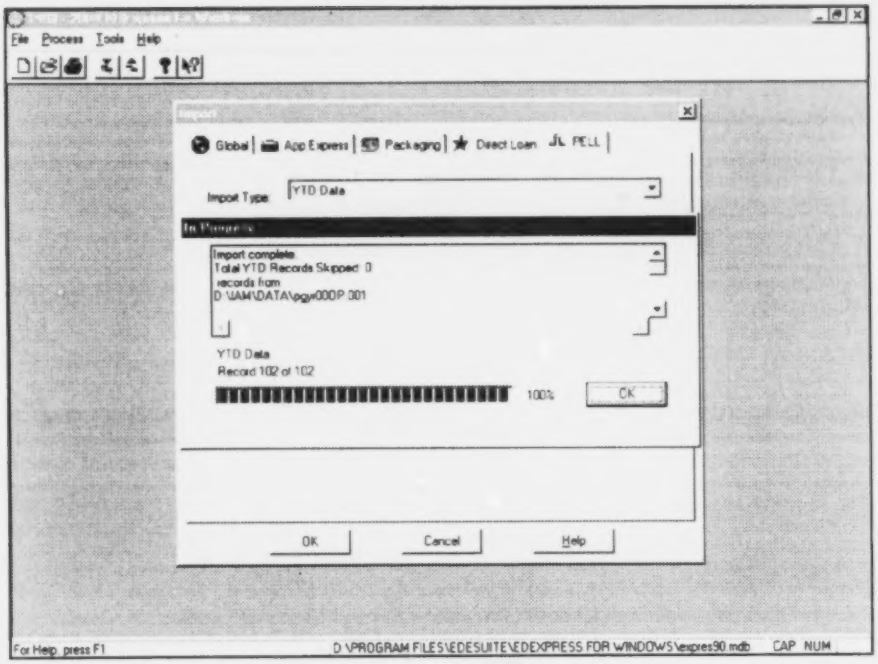

The Import Statistics window indicates 102 records were imported.

Tip

You can import a file twice. Use the first import to compare the records in your database. Use the second import to update your database.

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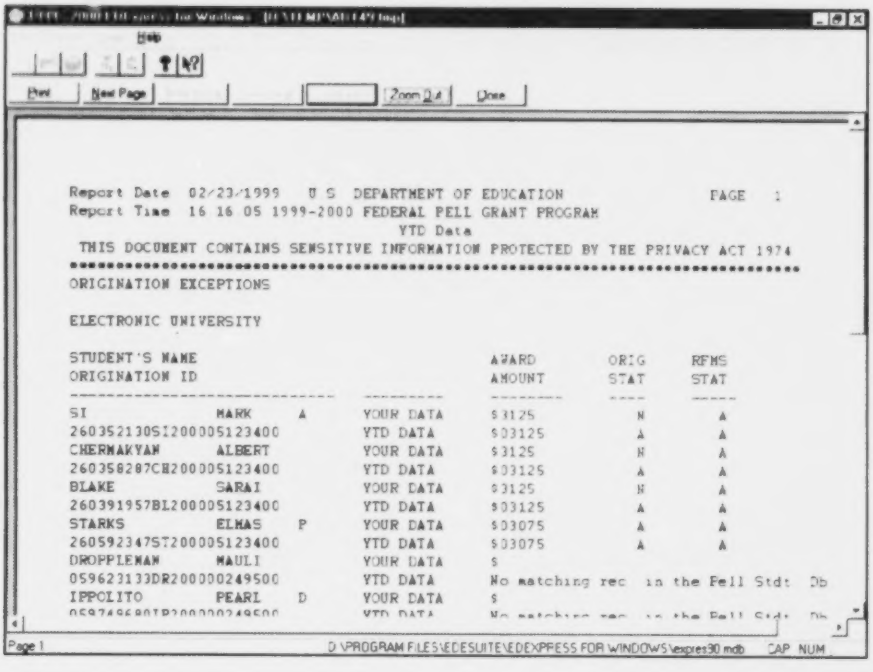


Report Date 02/23/1999 U S DEPARTMENT OF EDUCATION PAGE 1
Report Time 16 16 05 1999-2000 FEDERAL PELL GRANT PROGRAM
YTD Data
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT 1974

ORIGINATION EXCEPTIONS

ELECTRONIC UNIVERSITY

STUDENT'S NAME / ORIGINATION ID				AWARD AMOUNT	ORIG STAT	RFMS STAT
SI	MARK	A	YOUR DATA	$3125	N	A
260352130SI200005123400			YTD DATA	$03125	A	A
CHERMAKYAN	ALBERT		YOUR DATA	$3125	N	A
260358287CH200005123400			YTD DATA	$03125	A	A
BLAKE	SARAI		YOUR DATA	$3125	N	A
260391957BL200005123400			YTD DATA	$03125	A	A
STARKS	ELHAS	P	YOUR DATA	$03075	A	A
260592347ST200005123400			YTD DATA	$03075	A	A
DROPPLEMAN	MAULI		YOUR DATA	$		
059623133DR200000249500			YTD DATA	No matching rec in the Pell Std Db		
IPPOLITO	PEARL	D	YOUR DATA	$		

Page 1 D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb CAP NUM

The Import Edit report provides basic information for records in your database.

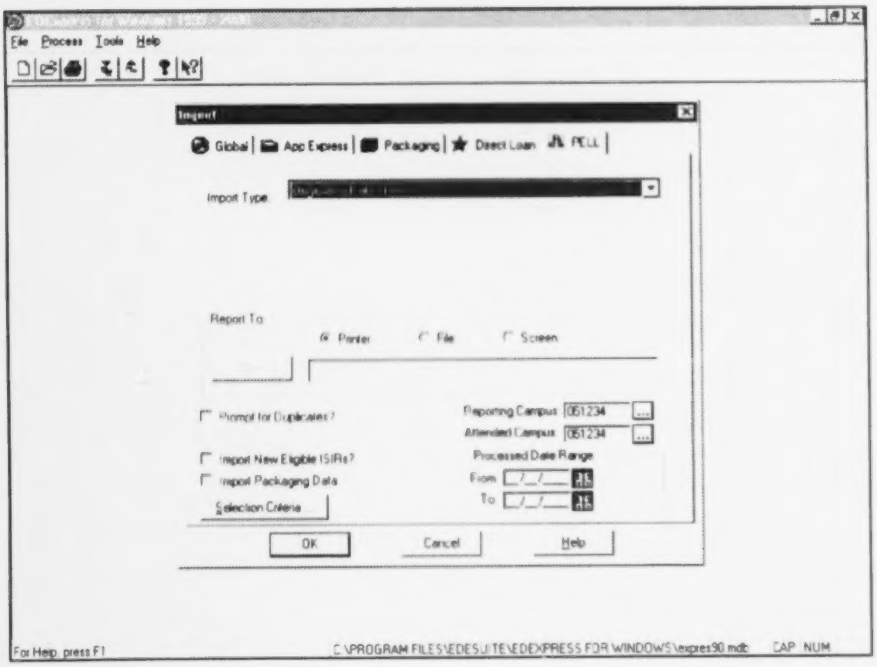
For each record, the report provides a comparison between the data stored in EDExpress (your data) and the YTD information from RFMS (YTD data). Also provided are the origination and RFMS status of each.

The following are the reasons for a discrepancy:

- Origination status is N, R or B and RFMS status is A. You submitted an origination record that has been accepted by RFMS, but you subsequently made changes to the record in EDExpress and have either not exported the change or not imported the acknowledgement.
- No matching record. RFMS has a record for a student but the record does not exist in EDExpress. The record has been deleted or you might have had a system failure and lost data.
- Amounts don't match. You have created a change that has not been received by RFMS. RFMS changed an amount on an origination acknowledgement and you have not yet import the acknowledgement.

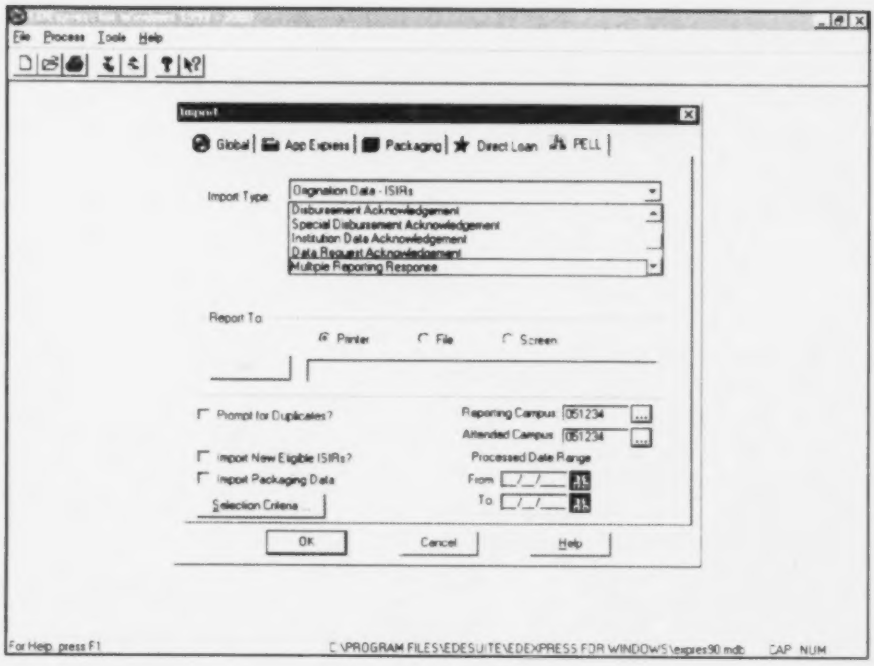
Importing and Reviewing the Multiple Reporting Record

After receiving the data request file, RFMS will process it and transmit to you separate files for each type of data you requested. You need to import the files into EDExpress and review them. In this exercise, we will import an MRR file received as message class PGMR00OP.

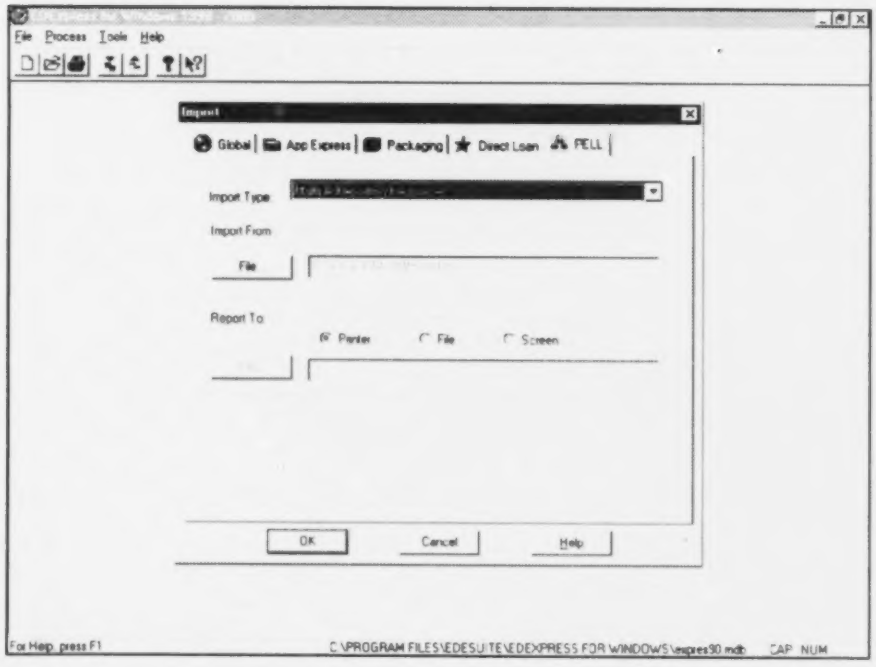


*To import the MRR, select **File/Import** from the main menu.*

*Click the **Pell** tab if it is not already selected.*



*Select **Multiple Reporting Response** as the Import Type.*



*Click the **Import From File** button to locate the file.*

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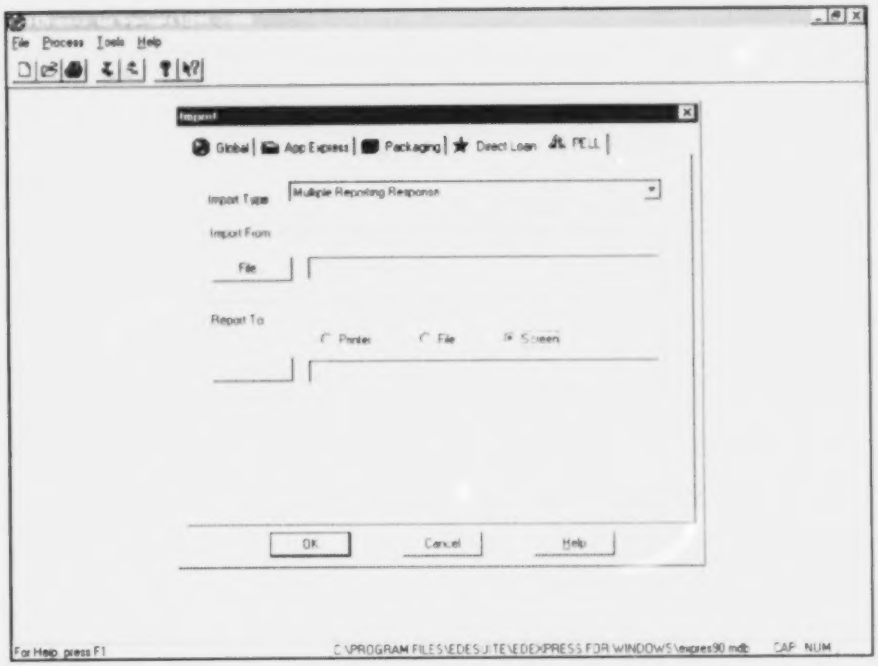
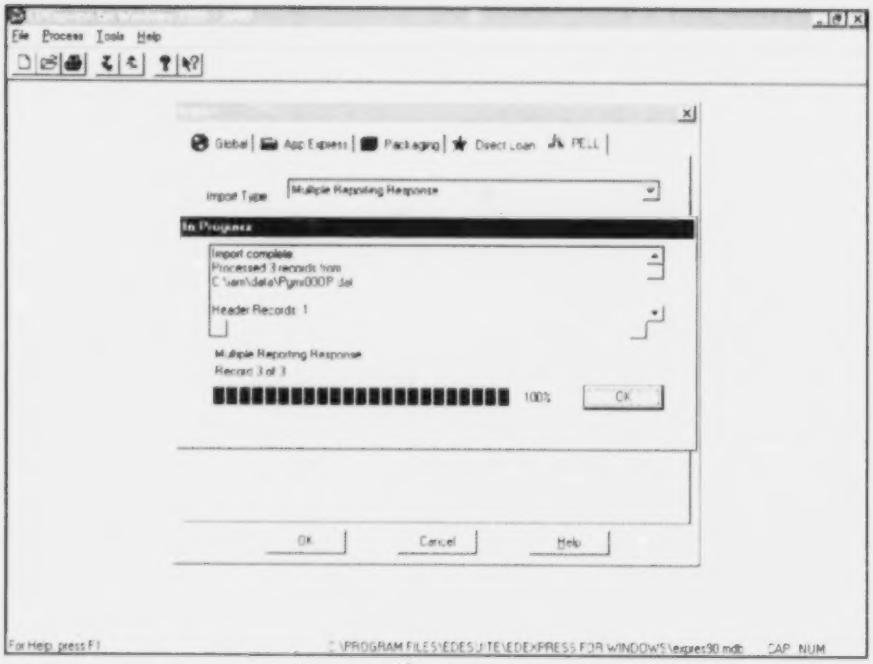
*Select the file titled PGMR00OP.dat and click the **Open** button.*



*Click **Screen** to send the output to the screen.*

*Click **OK** to continue.*



The batch statistic box indicates that three records were imported: a header record, a trailer record, and the MRR.

*Click **OK** to continue.*

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Help
Print
Zoom In
Zoom Out
Close
Report Date 07/13/1999 U S DEPARTMENT OF EDUCATION PAGE 1
Report Time 23 29 31 EDEXPRESS - 1999-2000
Multiple Reporting Response Edit Report
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
BATCH NUMBER #K2000051234199910010711 35
MULTIPLE REPORTING RECORD FOR Potential Overaward Payments
MULTIPLE REPORTING STATUS Unblocked Institution
SSN/NAME CODE ORIG TRANS ACCPT ELIG
ENROLL DATE AMT # EFC DISB USED INSTITUTIONS INFORMATION
262279300YO 1563 01 00000 702 00 50 00 00 495
09/01/1999
SCHOOL OF THE ARTS
COLLEGE OF MIND EXPANSION
GILBERTSVILLE, KY 42121
GRANT U NONE
55535 5533
Total Transfer Records Created 1
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb
CAP NUM

The edit report indicates the student's ID, disbursed amounts, and the school to contact to resolve the problem.

Note that the student's name is not on the MRR record. RFMS doesn't store the student's name. It only keeps track of the student's original SSN and name code.

In this example, since this student has received a Federal Pell Grant at another school, a transfer record was automatically created and stored on the EDExpress database.

Transfer records are only used internally by the school. They keep track of other schools that have submitted records for the student.

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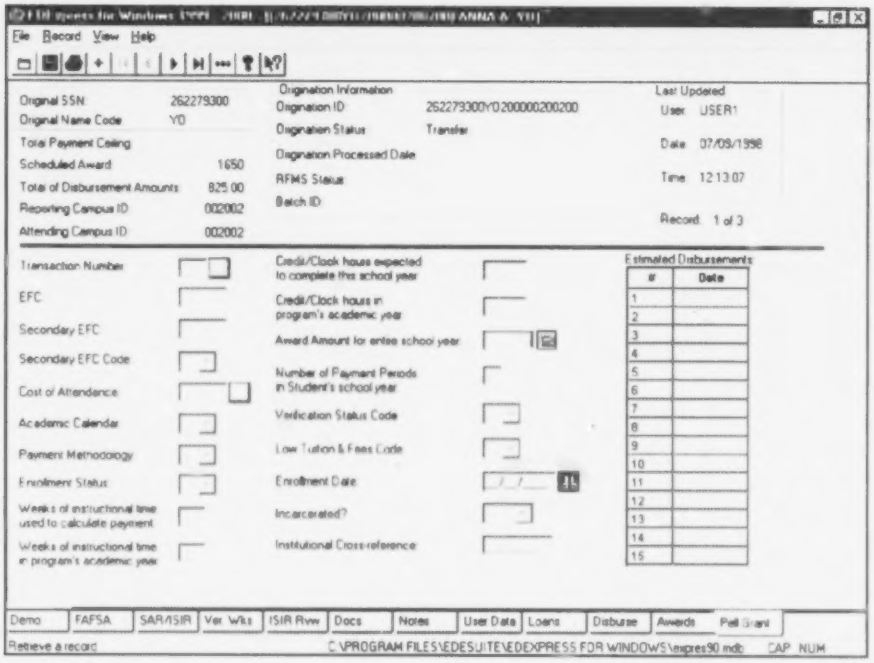
Automatic Transfer Records

From reviewing the MRR edit report, we know that Anna Yoon had a transfer record created. In this exercise, you will view Anna's transfer record.



Anna's record is already open at the Pell tab.

To view all of her records, click the ellipsis button found on the tool bar at the top of the screen.

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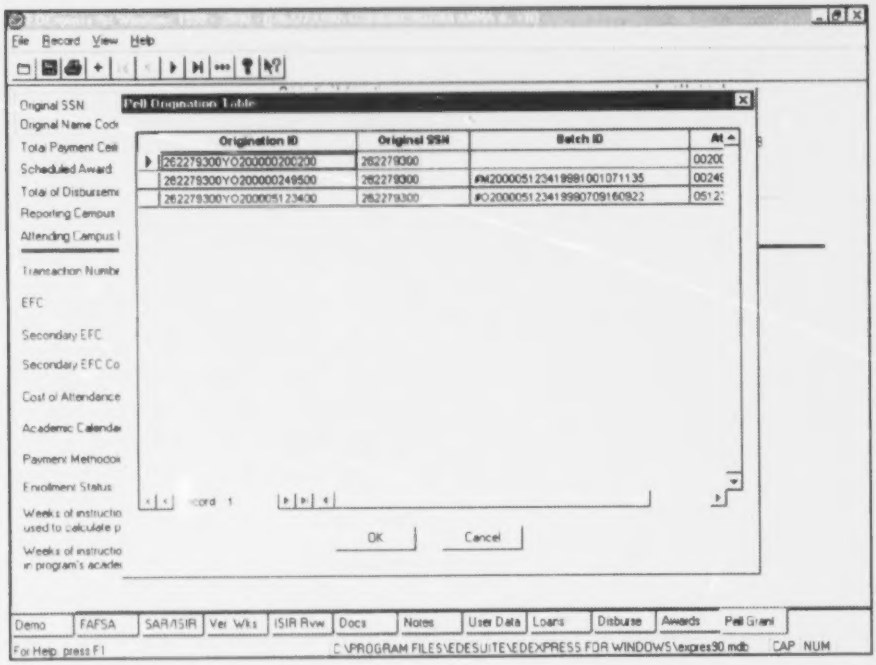
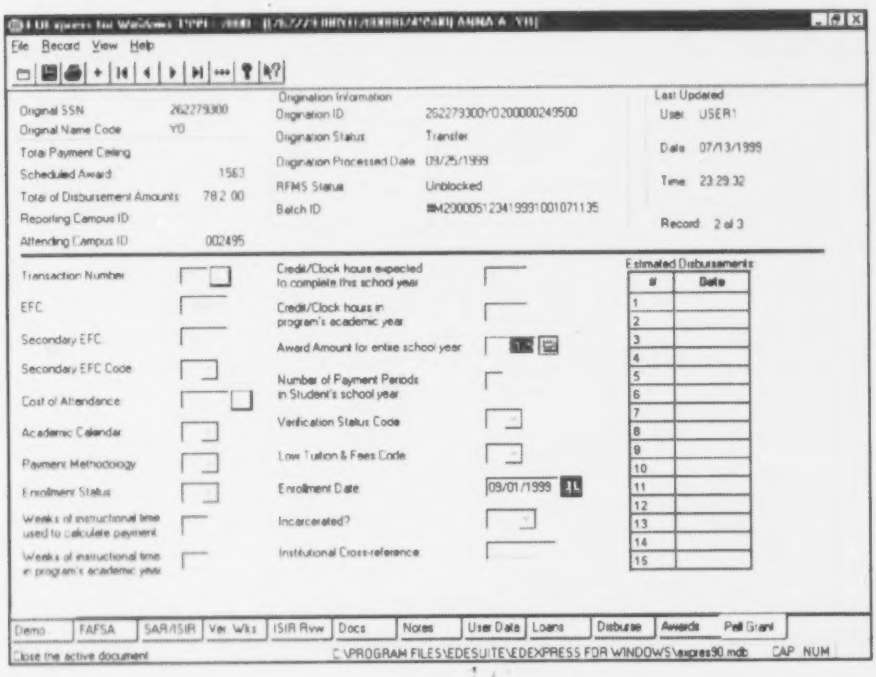


Anna Yoon currently has three records. The transfer record that we want to review is the second record.

*Select the record and click **OK**.*

Look at the batch ID to tell which record to select.


File Record View Help
Original SSN 262279300
Original Name Code Y0
Total Payment Ceiling
Scheduled Award 1563
Total of Disbursement Amounts 782.00
Reporting Campus ID
Attending Campus ID 002495
Origination Information
Origination ID 262279300Y0200000249500
Origination Status Transfer
Origination Processed Date 09/25/1999
RFMS Status Unblocked
Batch ID #M2000051234199910010711 35
Last Updated
User USER1
Date 07/13/1999
Time 23:29:32
Record 2 of 3
Transaction Number
EFC
Secondary EFC
Secondary EFC Code
Cost of Attendance
Academic Calendar
Payment Methodology
Enrollment Status
Weeks of instructional time used to calculate payment
Weeks of instructional time in program's academic year
Credit/Clock hours expected to complete this school year
Credit/Clock hours in program's academic year
Award Amount for entire school year
Number of Payment Periods in Student's school year
Verification Status Code
Low Tuition & Fees Code
Enrollment Date 09/01/1999
Incarcerated?
Institutional Cross-reference
Estimated Disbursements
Date
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Demo FAFSA SAR/ISIR Ver Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
Close the active document
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb CAP NUM

This record indicates the student is now "unblocked" and can be paid.

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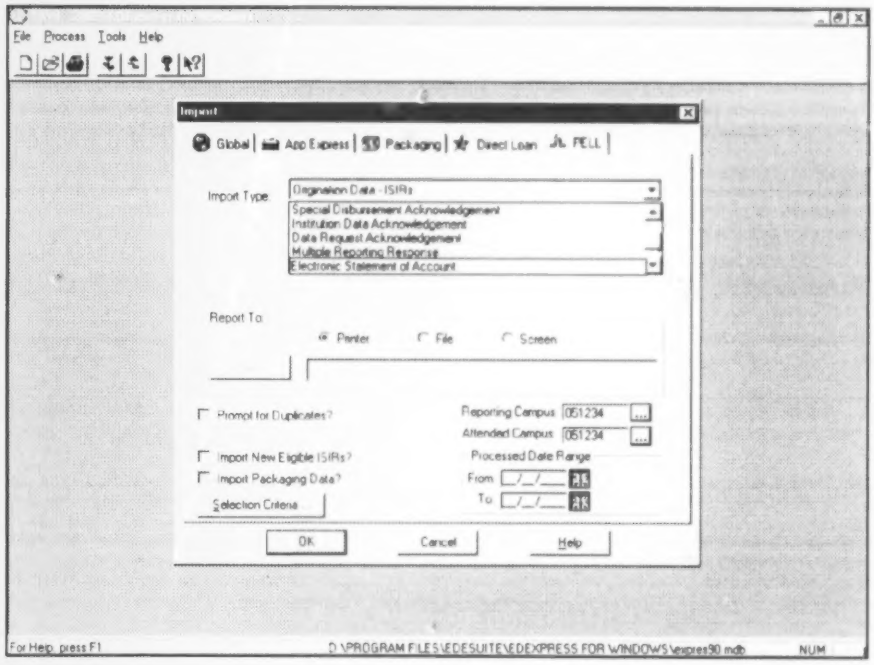
ESOA Report

Reviewing the ESOA report involves two steps. First, import the file (PGSA00OP) that RFMS sent you. Second, print the ESOA report. Remember, an ESOA is generated by RFMS each time an adjustment is made to your account. The report includes summary information and the detail transactions that cause the adjustments.

Import ESOA



*Select **File/Import** from the menu.*

*Click the **Pell** tab (if not active).*

*Click the down arrow in the Import Type field and scroll down to select **Electronic Statement of Account**.*

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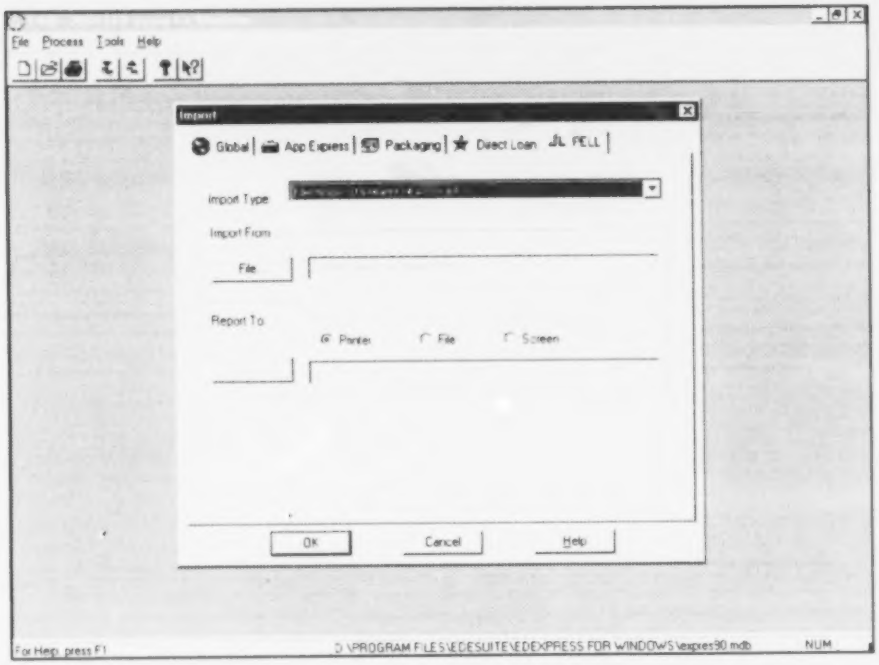
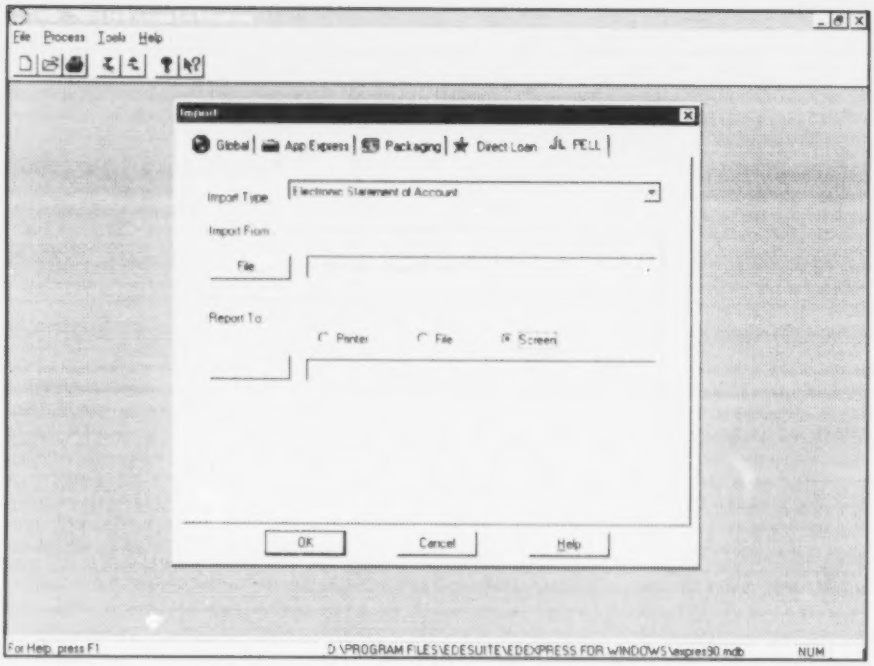


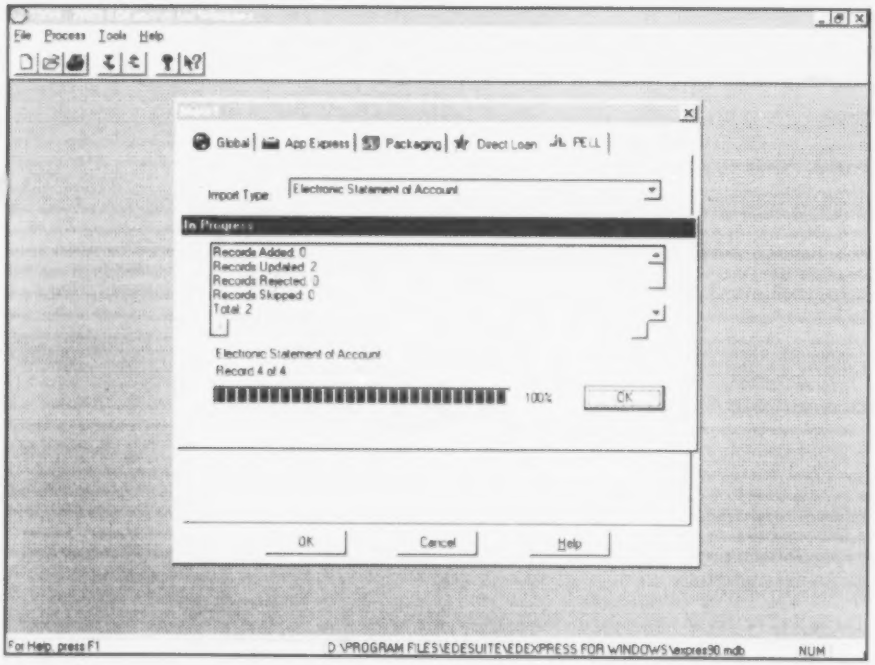
*Next, select the file to import. Click the **File...** button to display a list of files.*

*Select the desired file and click **Open**.*



*Click **Screen** to view the edit report on the screen.*

*Click **OK** to import.*



The Import Statistics box indicates that two records were updated.

*Click **OK** to continue.*

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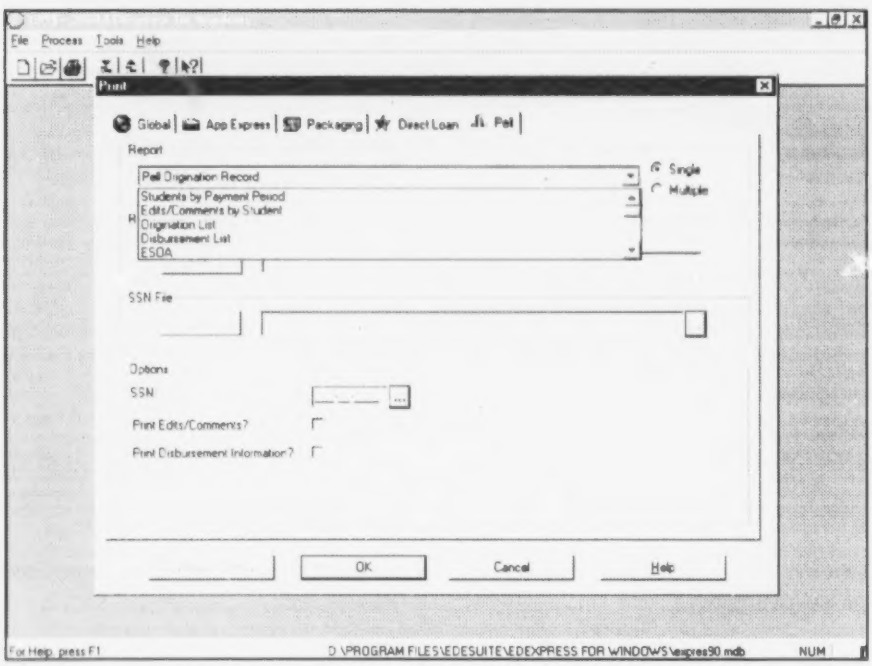
Printing an ESOA Report

Each time you import an ESOA file into EDExpress, the summary data is replaced; only the current information from the import file is stored. The detail records are cumulative and are all kept in the database.

The ESOA information you just imported can be viewed by printing the report. You may elect to print the detail information with the summary information.

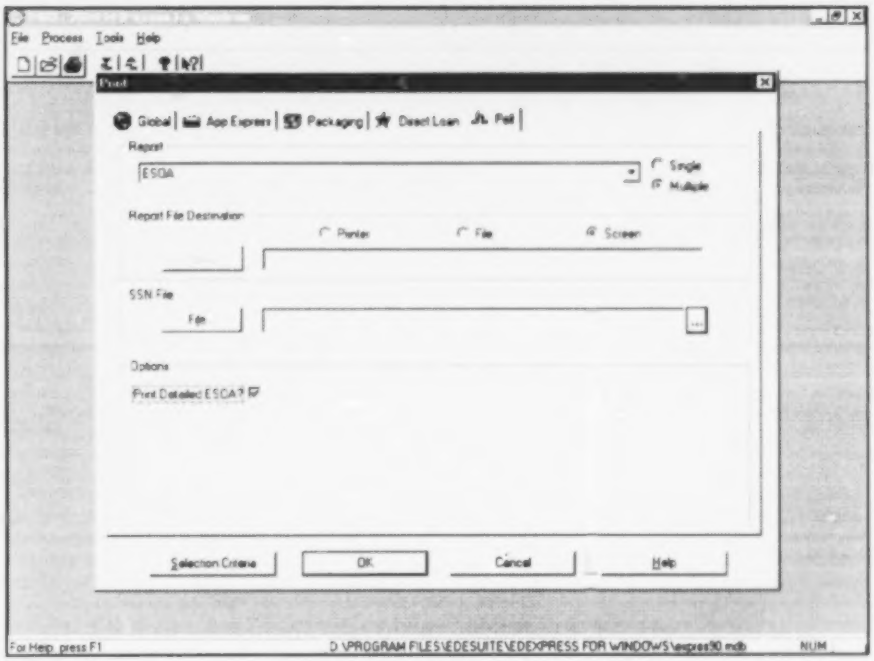


*Select **File/Print** from the menu or click the **Print** icon on the toolbar.*

*Click the **Pell** tab if not already highlighted.*

*Click the down arrow in the Report field and select **ESOA**.*

BEST COPY AVAILABLE

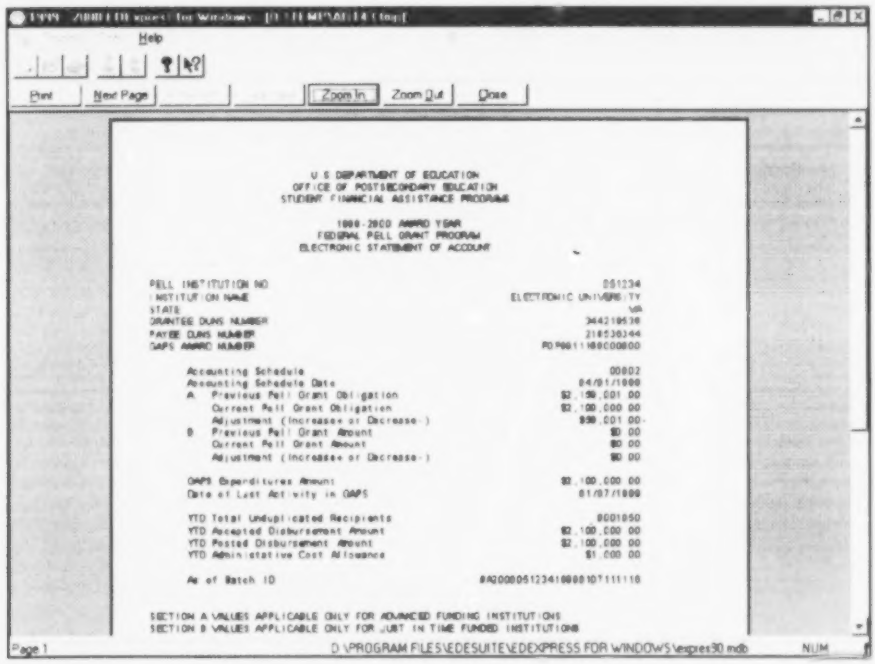


If you have data for more than one Reporting Institution in your system, use the single option to select a specific school or multiple to print data for all.

*Click **Screen** to send the report to the screen.*

*Click the **Print Detailed ESOA?** checkbox to print the detail records.*

*Click **OK** to print.*


Help
Print
Next Page
Zoom In
Zoom Out
Close
U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
STUDENT FINANCIAL ASSISTANCE PROGRAMS
1998-2000 AWARD YEAR
FEDERAL PELL GRANT PROGRAM
ELECTRONIC STATEMENT OF ACCOUNT
PELL INSTITUTION NO 001234
INSTITUTION NAME ELECTRONIC UNIVERSITY
STATE VA
GRANTEE DUNS NUMBER 344219538
PAYEE DUNS NUMBER 218536344
DAPS AWARD NUMBER P0P9811H98000800
Accounting Schedule 00002
Accounting Schedule Date 04/01/1998
A Previous Pell Grant Obligation $2,150,001.00
Current Pell Grant Obligation $3,100,000.00
Adjustment (Increase+ or Decrease-) $50,001.00-
B Previous Pell Grant Amount $0.00
Current Pell Grant Amount $0.00
Adjustment (Increase+ or Decrease-) $0.00
DAPS Expenditures Amount $3,100,000.00
Date of Last Activity in DAPS 01/07/1999
YTD Total Unduplicated Recipients 0001050
YTD Accepted Disbursement Amount $2,100,000.00
YTD Posted Disbursement Amount $2,100,000.00
YTD Administrative Cost Allowance $1,000.00
As of Batch ID #A0000512341000810711111G
SECTION A VALUES APPLICABLE ONLY FOR ADVANCED FUNDING INSTITUTIONS
SECTION B VALUES APPLICABLE ONLY FOR JUST IN TIME FUNDED INSTITUTIONS
Page 1
D:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres90.mdb
NUM

The first page is the summary report. Totals for the adjustments are provided.

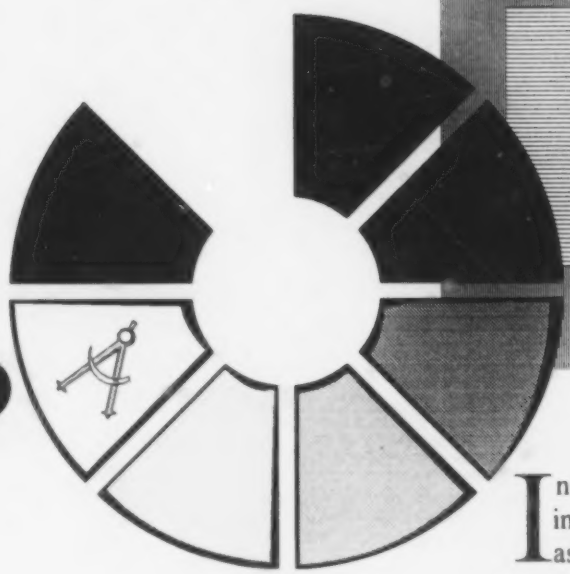
Year-to-Date recipients and disbursements are also provided.

*Click **Next Page** to view the detail report.*

Each detail record that cuased an adjustment is listed. This example is a negative amount for a disbursement batch.

Click ***Close*** *or* ***Print*** *for a hard copy report.*

Session 6



Implementation Planning

In this session, we describe issues schools need to consider when implementing the changes required by RFMS. Participants are asked to build an action plan to take back to their school. Resources available to the school are described.

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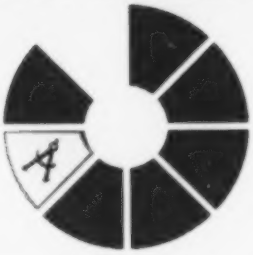
Objectives

1. Understand issues you need to consider in developing a plan to implement RFMS.
2. Develop an action plan for implementing RFMS at your school.
3. Learn what information and resources are available to help you implement RFMS.

Session 6 - Implementation



6-1

Session 6 Objectives

- Understand implementation issues
- Develop an action plan for implementation
- Learn about available resources

6-2

Major Implementation Decisions

- Processing procedures
- Computer system
- Staffing
- Communication/coordination

6-3

Resources

- Action Letter P-98-4 (issued in Sept. 1998)
- October 15 videoconference videotape
- Blue Book
- Fiscal Officer training
- Regional, state, and national conferences

6-4

Resources (Cont.)

- Handouts from 1998 Electronic Access Conferences: edeworkshop.walcoff.com
- 1999 Electronic Access Conferences
  - Nov. 2–4, Miami, FL
  - Nov. 15–17, Keystone, CO
  - Dec. 15–17, San Antonio, TX
- Electronic Access Guide

6-5

Questions about RFMS?

1-800-4PGRANT
(1-800-474-7268)

#pell_systems@ed.gov

6-6

Questions about EDExpress?

1-800-330-5947

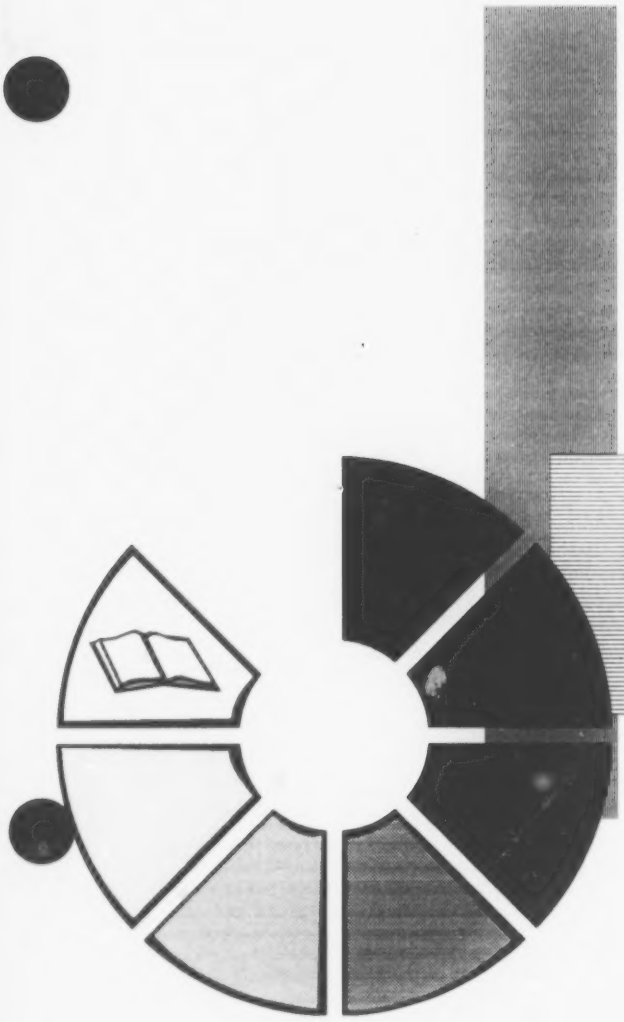
cps@ncs.com

RFMS Implementation Matrix			
Processing Procedures	**Current**	**New**	**Action Plan**
- How, and when, are Pell Grant awards and disbursements reported to the Department? *- How is closeout/reconciliation handled?* *- How are potential overpayment projects handled?* *- Will updates need to be made to procedural manuals?*			
Computer System *- What software system is used? (vendor-supplied, school-developed, EDExpress, combination)* *- What equipment is used? (PC, mainframe, other)* *- What upgrades to equipment are required?* *- What software development is required?*			
Staffing *- Who is responsible for Pell Grant reporting?* *- What training is required?*			
Communication/Coordination *- What role does the business office play?* *- Who else at the school needs to be informed about RFMS changes?* *- What coordination/ communication with other offices needs to take place?*			

RFMS Implementation Matrix - EXAMPLE			
	Current	***New***	***Action Plan***
Processing Procedures *- How, and when, are Pell Grant awards and disbursements reported to the Department?* *- How is closeout/ reconciliation handled?* *- How are potential overpayment projects handled?* *- Will updates need to be made to procedural manuals?*	We submit RDE tapes at scheduled times during the year. We use the SPS to reconcile our records.	We will submit origination records for all eligible Pell applicants in May, and submit new records as students apply. We'll submit a data request for an MRR in August. Then, submit disbursement records in September just before disbursements are made.	1. Develop processing schedule (me) 2. Update procedures manual (Gloria and I)
Computer System *- What software system is used? (vendor-supplied, school-developed, EDExpress, combination)* *- What equipment is used? (PC, mainframe, other)* *- What upgrades to equipment are required?* *- What software development is required?*	We currently use our mainframe system. Our staff enters Pell payment information on-line at terminals, and we submit tapes to the Department through RDE.	We'll stop using RDE. We'd like to download enrollment and award information to EDExpress from our mainframe, and have EDExpress prepare origination and disbursement records.	1. Meet with data processing office to present requirements and request assistance - by May 15. (me) 2. Purchase PC for EDExpress - by June 10 (Jim and I) 3. Develop procedures for backup/archiving of records - by June 30 (me)

Continued

RFMS Implementation Matrix -	EXAMPLE		
	Current	***New***	***Action Plan***
Staffing *- Who is responsible for Pell Grant reporting?* *- What training is required?*	Gloria and her staff have responsibility for entering Pell Payment information and coordinating with data processing Dep't about RDE tape submission.	Gloria and her staff will continue to be responsible for Pell, including using EDExpress and EDconnect.	1. Conduct EDExpress training for Gloria and staff - June. (me)
Communication/Coordination *- What role does the business office play?* *- Who else at the school needs to be informed about RFMS changes?* *- What coordination/ communication with other offices needs to take place?*	We currently work closely with the business office. I don't see RFMS having a great impact on them.	No change.	1. Schedule meeting with bursar and staff to explain changes - by May 30 (me).



Glossary

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Academic Calendar

A measure of academic work to be accomplished by a student. A school defines its own academic year. However, federal statute and regulations set minimum standards to determine federal financial aid awards. The acceptable academic calendar codes for RFMS follow:

1 = Credit hours, non-standard terms

2 = Credit hours, standard terms of quarters

3 = Credit hours, standard terms of semesters

4 = Credit hours, standard terms of trimesters

5 = Clock hours

6 = Credit hours without terms

Acknowledgement Record

An electronic confirmation that a particular process or function has been completed. In RFMS, the acknowledgement records have a flag indicating whether the processed record was accepted (A), corrected (C), or rejected (E).

Advance Payment

As it applies to RFMS, the payment method whereby participating Federal Pell Grant institutions receive an authorization of funds at the beginning of the year from which to draw against. Nearly all schools will use the Advance Payment method in 1999–2000. A small number of schools have been selected to participate in a pilot test of the Just-in-Time payment method. Schools participating in Advance Payment submit disbursement records within 30 days of disbursing to students. The Department uses the award amounts on disbursement records to adjust the school's authorization level.

Attended Campus ID

For independent campuses, this is the same as the reporting campus ID. For central administrative campuses and offices reporting for branch campuses with a unique Pell institution number, this is the campus the student actually attends.

Award Year

The award year begins on July 1 of one year and extends to June 30 of the next year. Funding for Federal Pell Grants and campus-based programs is provided on the basis of the award year. For example, a student is paid from funds designated for a particular award year, such as the 1999-2000 award year. The award year may be different from the institution's school year.

Batch Activity Database

An EDExpress database that contains information about data batches that have been imported and exported.

Batch

A group of records assembled into one file for processing. Each batch contains a header and trailer record with information about the records in the batch, including the number of records and the school ID.

Batch ID

A unique 23-character number that identifies a batch. The number is assigned by EDExpress each time a batch is imported into, or exported out of, the software. EDExpress users can view the batch ID and information about each batch by selecting Tools from the main menu bar, then Browse.

CPS

Central Processing System. The CPS is the U.S. Department of Education's system that performs data matches, calculates the applicant's Expected Family Contribution (EFC), prints and mails a Student Aid Report (SAR), and transmits an Institutional Student Information Record (ISIR).

Current SSN

Social Security Number, as reported by the student to the CPS as of the most recent transaction. If the student has changed the SSN through the CPS, the original SSN in the origination ID will not match the current SSN.

Database

A collection of data records organized for rapid search and retrieval.

Debit/Credit Flag

Indicator on the disbursement record that identifies whether the disbursement amount is a negative (debit) or positive (credit) amount.

Demographic Record

A record in EDExpress that stores the student's demographic information, such as name, address, and phone number. Each student in the EDExpress database has a demographic record. You can access all of the student's other financial aid information from the demographic record. The student's demographic record is accessed by clicking the tab at the bottom of the screen called "Demo."

Destination Point

A physical location that receives and transmits data through the Title IV WAN. A destination point can be an office at a postsecondary institution, a servicer for an institution, or a state agency. A destination point can represent more than one school, or a school can have multiple destination points. Each destination point has an account with the Title IV WAN.

Disbursement Record

A record that reports to the RFMS the actual amount and date of each Federal Pell Grant disbursement.

Drawdown

Ordering funds through GAPS.

EDconnect

Software for a personal computer that is used to transmit data through the Title IV WAN.

EDExpress

Software for a personal computer that allows users to enter, edit, manage, and report Title IV student aid data. It allows schools to enter applications, make corrections, print ISIRs, package awards, originate Direct Loan, and print Direct Loan promissory notes. It also handles all of the tasks needed to create and manage Federal Pell Grant origination and disbursement records.

EDI

Electronic Data Interchange. A standard format for exchanging data electronically used throughout the business world. The data formats used in the new RFMS are EDI-compliant.

EFC

Expected Family Contribution. The amount, calculated according to a formula established by Congress, that a student's family is expected to contribute toward the cost of attendance. It is used to help determine a student's eligibility for federal student financial aid.

ESOA

Electronic Statement of Account. Details your school's Federal Pell Grant spending authorization and the amount expended (the total amount submitted on Pell disbursement records) to date. The Department produces an ESOA whenever the Federal Pell Grant program adjusts your current Federal Pell Grant authorization. The processing of a batch does not necessarily result in a change to a school's current Federal Pell Grant authorization. Therefore, you will not necessarily have a new ESOA every time you have a batch processed.

Expected Award

The total amount of Federal Pell Grant the school expects to disburse to the student during the award year.

Export

A function in EDExpress which creates a file of records (a "batch") that can be transmitted to the Title IV WAN.

FAFSA

Free Application for Federal Student Aid. The application filed by a student that collects household and financial information used by the Federal Government to calculate the EFC.

The types of FAFSA include:

- FAFSA On the Web
- EDExpress
- FAFSA Express
- Paper FAFSA

GAPS

Grant Administration and Payment System. The U.S. Department of Education system that supports grant planning and award management for discretionary, formula, and fellowship programs and block grants.

IFAP

Information for Financial Aid Professionals. A web site maintained by the U.S. Department of Education. Contains announcements, training information, Dear Colleague letters, the Student Financial Aid Handbook, and other information useful to financial aid administrators. The address is: ifap.ed.gov.

Import

A function in EDExpress which moves records into a database for use by EDExpress. It refers to moving a file received from the Title IV WAN into EDExpress. It also refers to moving a database of records from one module of EDExpress into another.

Incarcerated Code

Indicates status and eligibility of incarcerated students:

Y = The student is incarcerated in a local institution and is eligible for a Federal Pell Grant.

N = The student was previously reported as incarcerated, but is not, or is no longer, incarcerated.

ISIR

Institutional Student Information Record. A record that contains the student's EFC and other processing results, and all information reported on the FAFSA. The ISIR is transmitted to each school indicated on the FAFSA.

Just-in-Time

As it applies to RFMS, the payment method whereby funds are placed in a participating institution's bank account shortly before they are needed to make student disbursements. This method will be pilot tested in 1999–2000 at 19 schools. These schools will not receive an advance authorization of funds. They will submit disbursement records to RFMS up to five days before making student disbursements. Based on the amount reported in the disbursement records, the Department will place funds in the institution's bank account.

Message Class

The name assigned to a file of records transmitted through the Title IV WAN. Message classes are always eight characters in length. The first four characters describe the type of data, the next two characters indicate the award year, and the last two characters indicate whether the file is transmitted to the school (OP) or from the school (IN). For example, PGOR00IN is the message class for Pell Grant origination records (PGOR) sent in 1999–2000 (00), from the school (IN). Message classes used in RFMS follow:

PGOR00IN	Origination Records
PGOA00OP	Origination Acknowledgement Records
PGDR00IN	Disbursement Records
PGDA00OP	Disbursement Acknowledgement Records
PGSP00OP	Special Disbursement Records
PGSD00OP	Special Disbursement Acknowledgement Records
PGAS00OP	Electronic Statement of Account Records
PGID00IN	Institution Data Records
PGIA00OP	Institution Data Acknowledgement Records
PGRQ00IN	Data Request Records
PGRA00OP	Data Request Acknowledgement Records
PGMR00OP	Multiple Reporting Records
PGYR00OP	Year to Date Records
PGTX00OP	US Department of Education Letters in Text Format

Multiple Entry

A function in EDExpress that allows you to update a single data field on multiple records at one time.

Multiple Reporting Record

MRR. A record created by the RFMS which informs the school about other schools who have submitted origination and disbursement records for the same student. MRRs are automatically generated in response to records sent by schools. Or MRRs can be requested by schools.

Original Name Code

The first two letters of the student's last name as reported on the original FAFSA. The student can change the last name if reported incorrectly. The corrected last name will be carried on the student's most recent transaction, but the original name code will remain as an identifier.

Original SSN

The Social Security Number reported by the student on the original FAFSA. The student can change the SSN if reported incorrectly. The corrected SSN is known as the "current SSN." The "original SSN," even if incorrect, remains with the student's record as an identifier.

Origination ID

A 23-digit number that identifies records in the RFMS system.

Origination Record

A record that reports to the RFMS expected award information about each student who may receive a Federal Pell Grant. Used to verify the student's eligibility for a grant.

Payment Methodology

Method of calculation used to determine a student's Federal Pell Grant award:

1 = Credit hour with standard terms in which Fall through Spring terms equal or exceed 30 weeks, or exceed academic year with waiver.

2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without a waiver.

3 = Credit hour with standard or nonstandard terms.

4 = Clock hour or credit hour without terms.

5 = Nonresidential portion of programs offered by correspondence courses without terms.

PGRFMS

Pell Grant Recipient Financial Management System. The formal title of the system that processes Federal Pell Grant data. After the 1998–99 award year, the PGRFMS will be replaced with RFMS.

POP

Potential Overpayment Project. When reported disbursements at more than one school for the same student exceed the student's Federal Pell Grant eligibility.

RDE

Recipient Data Exchange. Program that allows schools to submit Pell Grant data and receive results on magnetic tape or cartridge. Under RFMS, this option will not be available after the 1999–2000 award year.

RFMS

Recipient Financial Management System. The U.S. Department of Education computer system that, beginning in 1999–2000, will process and store data to manage the Federal Pell Grant Program.

Reporting Campus ID

Six-digit Pell institution number for a participating independent campus or central administrative campus/office for branch campuses that have unique Pell IDs. The Reporting Campus is the funded institution.

SAR

Student Aid Report. A federal output document sent to a student by the CPS. The SAR contains financial and other information reported by the student on the FAFSA. That information is entered into the processing system, and the SAR is produced.

Scheduled Award

The amount that would be paid to a full-time student for a full academic year within this Pell Grant award year based upon the student's EFC and cost of attendance.

Secondary EFC Used Code

A code indicating the EFC on which the institution based the student's Federal Pell Grant award:

1 = Original EFC replaced the secondary EFC in calculating the award

6 = Secondary EFC used in calculating award

If the student's award data in the RFMS is updated to show a change in the award calculated when using the secondary EFC, but the student does not have a secondary EFC, the data are rejected. To indicate the student's data has been updated to show the change in the award, the financial aid administrator must report 6 (Secondary EFC used in calculating award) or the data will continue to be rejected.

Special Disbursement Record

Disbursement record which reports information, such as cost of attendance and enrollment status, to allow the RFMS to recalculate a Federal Pell Grant disbursement for a particular payment period. Institutions on Reimbursement or Cash Monitoring are required to send special disbursement records. Submittal of special disbursement records is optional for all other schools.

SPS

Student Payment Summary. The SPS will be eliminated under RFMS. A paper report produced by PGRFMS which provides the Federal Pell Grant award data on file for each student for whom payment data was submitted during the school year. Schools will be able to request identical data on a year-to-date file.

Title IV WAN

Title IV Wide Area Network. The U.S. Department of Education computer system that provides an electronic link between schools and the Department's databases.

Total Payment Ceiling

The maximum available award that a student may receive during a full academic year for a given enrollment status, EFC, and cost of attendance. This amount is also based on the payment methodology and amount paid to date.

Transfer Record

A data record in EDExpress that stores information about Pell Grant awards the student has received at other schools.

Transaction Number

A 2-digit number assigned to each FAFSA and FAFSA correction that is processed by the CPS. The original FAFSA is assigned "01" as the transaction number; the first correction to the FAFSA is assigned "02," and so on.

Verification Status Code

Indicates the status of verification:

A = Accurate
C = Calculated
N = Not Selected
R = Reprocessed
S = Selected, not verified
T = Tolerance
W = Without documentation